

Madera County has always prided itself in being the heart of California, but there were also other communities claiming the same distinction. So, in 1994, students in the Engineering and Surveying Department of CSU Fresno, after months and months of research, made it official by establishing that the true center of California outside the community of was just North Fork in Madera And, as far back County. one can reas anymember, there has been a marker in the center divider of Freeway 99 in Madera County that cannot be missed while driving. A palm tree and

pine tree were planted there so that travelers would know where

northern and southern California

meet. Know one knows for sure

when these trees were planted there,

actually was to the exact center of Cali-

or by whom. Whoever this person was, will never know how close he

fornia.

Madera County's geography - high rugged country in the Sierra Nevada Mountains and flat farming and industrial land on the valley floor - come together to give the county a unique look and feel. The eastern part of Madera County, which is in the heart of gold country, reaches right up to the south side entrance of Yosemite National Park. Because of its natural beauty and diversity, Madera County has provided the scenic background for photographers, television commercials and major motion pictures since the 1940's. Not to add insult to injury, but the most recent motion picture filmed in North Fork (the exact center of California) was the movie Mouse Hunt.

Oakhurst, which is located on Hwy 41, the main route to Yosemite, was formed in the 1850's and served the local gold mining and lumber industries in the area. The World Famous Talking Bear in Oakhurst, which was constructed 1923 in an attempt to attract the International Olympic Site Selection Committee, is a popu-

lar landmark that has delighted millions who have stopped to visit on their way to Yosemite National Park.

In 1849, when people were flocking to California to strike it rich during the gold rush, would stop overnight in a little ravine along the banks of the Fresno River. Heavy, coarse gold nuggets were found there which led to that area being named Gold Gulch. Gold Gulch, which was later renamed Coarsegold, is home to "Gabby", a 12 foot wooden sculpture of a 49er gold prospector. This huge sculpture is dedicated to the spirit of the Forty-Niners that helped build this area. Today, visitors passing through Coarsegold on their way to Yosemite can stop at the Gold Gulch Museum and pan for gold on a mining claim which is still in operation.

To this day, Madera County maintains a Western quality with annual events such as The Chowchilla Western Stampede, where a real cattle drive runs through the main street of town, Madera Old Timers' Day Parade, Coarsegold Rodeo and Sierra Mountaineer Days in Oakhurst, just to mention a few.

Some special points of interest include The Pizza Farm, located in the City of Madera, which is a circular working demonstration farm that is divided into eight "slices" and grows or grazes all the different ingredients used to make a farm fresh pizza; the Madera County Museum, also located in the City of Madera; Wassama Roundhouse State Historic Park, located Ahwahnee, 1860's and condates back to the focal point of spiritinues to serve, today, as the tual and ceremonial life for local Miwok Indian tribes; besides being the true center of California, North Fork is also the home of the Sierra Mono Museum of Indian artifacts.

# Sponsors

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Tracie Scott-Contreras Program Coordinator

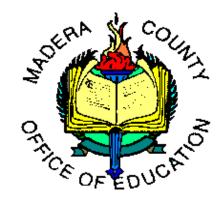


# WORKFORCE DEVELOPMENT OFFICE

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Occupational Information System

# Acknowledgements

The information presented in this Occupational Outlook report (OOR) is produced as part of a state-wide project called California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between Madera County Workforce Development Office (MCWDO) and the State of California Employment Development Department (EDD), Labor Market Information Division (LMID). It is an annual study conducted to help improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. The California Occupational Information Coordinating Committee (COICC) provided additional guidance.

Madera County Workforce Development Office is very grateful to the many employers, training providers, professional resources people, and educational institutions throughout the county that contributed their valuable time and information to answer over 500 occupational surveys.

Also, special thanks to local representatives from the Employment Development field offices, various incorporated cities within the county, economic planning and development agencies, regional occupational programs, and other concerned agencies that contributed their valuable time and information.

Madera County Workforce Development Office Staff and Computer Services for the support and help throughout the program.

The Labor Market Information Division (LMID) staff for their support and technical assistance. We would especially like to thank Tony Di Napoli, LMID Research Analyst, for help and partnership throughout this program.

You may reach the participating agencies at the following web sites:

Madera County Workforce Development Office (MCWDO): www.maderacoe.k12.ca.us/mcpic

State of California Employment Development Department (EDD): www.edd.ca.gov

California Occupational information Coordinating Committee (COICC): www.soicc.ca.gov

EDD Labor Market Information Division (LMID): www.calmis.ca.gov

Request for more information or any questions regarding the data contained in this report should be brought to the attention of Nivia de Oliveira, Research Analyst at (559) 662-4600, or E-mail <a href="mailto:niviagreen@thegrid.net">niviagreen@thegrid.net</a>.



## Table of Contents

Page	Description	Page	Description
2	Sponsors	64	Emergency Medical Technicians - Paramedic
3	Acknowledgements	66	Farm Equipment Mechanics
4	Table of Contents	68	Farmworkers, Farm And Ranch Animals
6	Introduction	70	Farmworkers, Food And Fiber Crops
7	Uses of Report / Definition of Terms	72	First Line Supervisor/Managers Of Mechanics, Installers, And Repairers
8	Methodology	74	First Line Supervisors And Manager/Supervisors clerical And
	e.		Administrative Support Occupations
10	Occupational Summary Highlights Accountants And Auditors	76	First Line Supervisors And Managers/Supervisors Sales And Related
12			Occupations
14	Assemblers And Fabricators - Except Machine, Electrical, Electronic,	78	Food Preparation Workers
1.6	And Precision	80	Freight, Stock, And Material Movers - Hand
16	Billing, Cost And Rate Clerks	82	General Managers & Top Executives
18	Bookkeeping, Accounting, And Auditing Clerks, Including Bookkeepers	84	General Office Clerks
20	Bus And Truck Mechanics And Diesel Engine Specialists	86	Guards And Watch Guards
22	Cabinetmakers And Bench Carpenters	88	Hand Packers And Packagers
24	Carpenters	90	Heating, Air Conditioning, And Refrigeration Mechanics And Installers
26	Cashiers	92	Home Health Aides
28	Child Care Workers	94	Hotel Desk Clerks
30	Cleaning, Washing, And Pickling Equipment Operators And Tenders	96	Housekeeping Supervisors
32	Combined Food Preparation & Service	98	Human Service Workers
34	Compliance Officers And Enforcement Inspectors - Except	100	Industrial Production Managers
27	Construction	102	Industrial Truck And Tractor Operators
36	Computer Network Technicians	104	Instructional Aides
38	Computer Programmers, Including Aides	106	Janitor And Cleaners – Except Maids And Housekeeping Cleaners
40	Computer Support Specialists	108	Laborers, Landscaping And Groundskeeping
42	Cooks - Restaurant	110	Licensed Vocational Nurses
44	Cooks - Specialty Fast Food	112	Local Area Network Managers
46	Correction Officers And Jailers	114	Machinery Maintenance Mechanics, NEC
48	Counter And Rental Clerks	116	Machinists
50	Data Processing Equipment Repairers	118	Maids And Housekeeping Cleaners
52	Dental Assistants	120	Marketing, Advertising, And Public Relations Managers
54	Dental Hygienists	122	Medical And Clinical Laboratory Technologists
56	Dining Room And Cafeteria Attendants And Bartender Helpers	124	Medical Assistants
58	Driver/Sales Workers	126	Medical Record Technicians
60	Electricians	128	Medical Secretaries
62	Emergency Medical Technicians - I	130	Medicine And Health Services Managers

Page	Description	Page	Description
132	Metal Fabricators, Structural Metal Products	166	Salespersons - Retail (Except Vehicle Sales)
134	Nurse Aides	168	Secretaries, General
136	Nursery Workers	170	Secretaries, Legal
138	Operating Engineers	172	Sheet Metal Workers
140	Packaging And Filling Machine Operators And Tenders	174	Sheriffs And Deputy Sheriffs
142	Painters, Paperhangers - Construction And Maintenance	176	Social Workers - Medical And Psychiatric
144	Painting, Coating, And Spraying Machine Operators And Tenders	178	Stock Clerks - Sales Floor
146	Pest Controllers And Assistants	180	Stock Clerks - Stockroom, Warehouse, Storage Yard
148	Physical Therapy Aides	182	Teachers – Elementary School
150	Physical Therapists	184	Tire Repairers And Changers
152	Physical Therapy Assistants	186	Traffic, Shipping, And Receiving Clerks
154	Plumbers, Pipefitters, And Steamfitters	188	Truck Drivers -Heavy Or Tractor Trailer
156	Police Patrol Officers	190	Truck Drivers, Light - Include Delivery And Route Workers
158	Radiologic Technologists – Diagnostic	192	Vehicle Salespersons - Retail
160	Receptionists And Information Clerks	194	Waiters And Waitresses
162	Registered Nurses	196	Welders And Cutters
164	Roofers	198	Training Directory

# Introduction

The Madera County Workforce Development Office and the State of California Employment Development Department - Labor Market Information Division have made a substantial effort to ensure the accuracy of the information contained within this report. We are committed to exceptional standards of research and to high quality labor market information for local users. The data is collected by survey from local employers and training providers. Labor market research is often impacted by a variety of factors in a short period of time. Therefore, the data must be viewed as a photograph, which captures a picture of reality at a specific period in time when the research was done.

We encourage you to use the data with confidence, due to the commitment to quality and years of research experience that are provided by the state California Cooperative Occupational Information System staff.

This report will not attempt to deal with all of the complexities of economic analysis; instead it will provide with the essential tools and methods of labor market analysis for planning occupational programs, career counseling, etc. More specifically, labor market information, therefore, is general information and aggregate statistics about jobs, either filled or vacant, and workers, either employed or not employed. Labor market information describes this interaction and the conditions under which it occurs.

The information presented in this Occupational Outlook Report and Training Report is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between Madera County Workforce Development Office and Employment Development Department's (EDD) Labor Market Information Division (LMI) and the California Occupational Information Coordinating Committee (COICC).

The CCOIS Program has been developed and is administered by LMID. The COICC is an inter-agency committee created by Congress to promote development and use of a statewide occupational information system. Committee members are as follows:

- > Employment Development Department
- Chancellor's Office of the California Community Colleges
- Bureau for Private Post Secondary & Vocational Education
- Trade and Commerce Agency
- > Department of Rehabilitation
- Department of Social Services
- > Employment Training Panel
- > California Department of Education
- **≫** COICC Staff

This publication includes more than 90 occupational outlook profiles based on surveys with Madera County employers, plus schools and training providers. This year marks the fifth year of Madera County Workforce Development Office (formerly Private Industry Council).

The data was collected between June and October of each year.

## Uses of Report

#### CAREER DECISIONS

Counselors and career development staff can use this report to help their clients make informed career choices based on skills, abilities, interests, education and personal needs. The localized information is easy to use and includes occupational descriptions, employers' requirements and preferences, potential earnings and job outlook.

#### PROGRAM PLANNING

The information in this report provides local planners and administrators with employment, annual turnover, training and placement data, as well as occupational size and expected growth rates. Planners can use this data to plan new programs and to evaluate or improve existing programs.

#### **CURRICULUM DESIGN**

Training providers can assess and update their curriculum based on current employer needs such as skills and projected trends, as indicated in this report.

#### ECONOMIC DEVELOPMENT

Local government agencies and economic development organizations will

find information on the labor pool such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in Madera labor market area.

#### PROGRAM MARKETING

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are created using reliable locally developed occupational data.

#### **HUMAN RESOURCES MANAGEMENT**

Private and public sector employers can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

#### WAGE DATA

Although it is not intended as an official wage survey, the wages presented in this report have been very useful to employers in providing comparative information concerning local wage-rates in particular occupations.

## Definition of Terms

There are 90 outlook profiles in this publication that were surveyed in 1996-1999. The reader should become acquainted with key terms that are used throughout the profiles to describe survey responses. The meaning of adjectives (All, Almost All, Most, Many, Some, and Few) used to describe the relative number of employers who responded to the surveys were revised in 1997.

#### Key Terms Through 1996

Almost all (>75%); Most (51-75%); Many (35-50%); Some (10-34%); Few (<10%)

Key Terms for 1997 - 1999

All (100%); Almost All (80-99%); Most (60-79%); Many (40-59%); Some (20-39%); Few (<20%)

The growth rate represents the total increase in new jobs within the occupation expected during the projection period compared to the average growth of Madera County. The terms are defined as follows:

- **№ Much Faster Than Average** = 1.5 times the average or more.
- **≈** Faster Than Average = 1.10 to 1.49 times the average
- **Average** = .90 to 1.09 times the average
- **➣ Slower than Average** = .01 to .89 times the average



# Methodology

The following describes the project methodology used in completing the report. Employment Development Department (EDD) provided the Private Industry Council with detailed instructions and formats for completing the survey and report. It is provided so that users will have an improved understanding of how the project is operated, how the data is acquired and processed, and the data's strengths and limitations.

## Occupational Selection

A preliminary list suitable for the survey was selected according to job demand and job growth. After analysis of the available information, a list of 50 occupations was selected. A community meeting was held to further review the proposed list of survey occupations. Representatives from businesses, labor, education and government concurred on the 20-25 occupations to survey for the report.

## Sample Selection

EDD staff, using its considerable resources, employer database information, and knowledge of occupational staffing patterns within industries, developed a representative sample of employers for each of the occupations selected for survey. Names and addresses of at least 40 employers, together with estimated employment in each occupation and the Standard Industrial Code (SIC) of the employer's industry, were provided to the MCWDO, where possible.

Since Local Partners (LP) rarely survey the "universe" of employers for any occupation, a considerable amount of effort was invested by MCWDO to ensure that the survey samples were representative in terms of types of industries and size of the employers that are in Madera County. This process, called Sample Refinement, removed employers from the sample known to not employ in the occupation, and added others of the same relative size and in the same industry, where possible, who did employ in the occupation.

## Questionnaire Development

A basic questionnaire was used for all occupations. The Research Analyst for the Local Partner developed local questions that were added to each questionnaire prior to beginning the survey.

## Data Collection

Employers who provided jobs in chosen occupations were identified and contacted by the Madera County Workforce Development Office Research Analyst by telephone and were asked to participate, either by phone or mail survey.

Then the company name and address were verified, a contact name was obtained and the employer was encouraged to participate. The appropriate survey respondent is the person responsible for the hiring of personnel (in the survey occupation).

Many employers were extracted from the sample because they did not employ the occupation, were no longer in business or a local address or phone number could not be verified. All completed and/or returned questionnaires were reviewed, checked for consistency and completeness, and any unclear or inconsistent responses were clarified through follow-up phone calls.

If employers on the original sample did not respond, they were replaced with other employers selected from the *Confidential Listing of Employers (CLUE)* supplied by LMID or other local sources of the employer information.

In a standard sized employer sample of 40 potential respondents, the LP is required to collect at least 15 completed questionnaires. The smaller the samples size, the greater the response rate required.

In addition to the survey of employers, Madera County Madera County Work-

force Development Office contacted labor unions, schools, training providers, etc., to learn about each specific occupation.

#### NOTE:

Although wages are shown to the nearest cent for ease of comparison, the user should not interpret this as an indication of precision. The data is not intended to represent official preponderant wages. The ranges presented are based primarily on employer responses to the CCOIS surveys. The minimum wage figures used for this report are \$4.25 for 1996, \$5.00 for 1997, and \$5.75 for 1998-1999. The data was collected between June and October of each year.

Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages.

Benefits information was provided principally from employer survey results. Employers often have waiting or probationary periods before medical insurance goes into effect, and the employee's cost and coverage of medical insurance varies significantly from one employer to the next.

Skills listed represent a combination of skills sets collected as part of the survey and represents data from the respondents employers of Madera County. Not all skills may be required by specific employers, nor may they comprise a complete list. This section indicates some of the most important qualifications, including technical skills, physical abilities, flexibility, and other qualifications. The survey responses are averaged and weighted by the number of employees. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skills is not essential to perform the job, and 3 meaning that the skill is essential to do the job. Skills for which the average rating was 2.5 to 3.0 are referred to as "essential". Those for which the average was 2.0 to 2.49 are referred to as "important". Those with an average 1.9 or less are referred to as "Other".

### **Tabulations**

Coded survey responses were entered into a CCOIS database and basic data tabulations were prepared. From those tabulations, the Madera County Workforce Development Office analyzed the data and *Occupational Outlook Summaries* were prepared. Each occupational summary provides information on training and hiring requirements, size of the occupations, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information remains confidential.



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## Occupational Summaries Highlights

Description	OES Number
ACCOUNTANTS AND AUDITORS	211140
ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION	939560
BILLING, COST AND RATE CLERKS	553440
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS	553380
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS	853110
CABINETMAKERS AND BENCH CARPENTERS	893110
CARPENTERS	871020
CASHIERS	490230
CHILD CARE WORKERS	680380
CLEANING, WASHING, AND PICKLING EQUIPMENT OPERATORS AND TENDERS	929580
COMBINED FOOD PREPARATION & SERVICE	650410
COMPLIANCE OFFICERS AND ENFORCEMENT INSPECTORS - EXCEPT CONSTRUCTION	219110
COMPUTER NETWORK TECHNICIANS	033162996 (Non-OES)
COMPUTER PROGRAMMERS, INCLUDING AIDES	251051
COMPUTER SUPPORT SPECIALISTS	251040
COOKS - RESTAURANT	650260
COOKS - SPECIALTY FAST FOOD	650320
CORRECTION OFFICERS AND JAILERS	630170
COUNTER AND RENTAL CLERKS	490170
DATA PROCESSING EQUIPMENT REPAIRERS	857050
DENTAL ASSISTANTS	660020
DENTAL HYGIENISTS	329080
DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS	650140
DRIVER/SALES WORKERS	971170
ELECTRICIANS  EMERICAN MEDICAL TECHNICIANS	872020
EMERGENCY MEDICAL TECHNICIANS - I	325081
EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC FARM EQUIPMENT MECHANICS	325083 853340
FARMWORKERS, FARM AND RANCH ANIMALS	853210 798580
FARMWORKERS, FOOD AND FIBER CROPS	798560 798560
FIRST LINE SUPERVISOR/MANAGERS OF MECHANICS, INSTALLERS, AND REPAIRERS	810020
FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORSCLERICAL AND ADMINISTRATIVE SUPPORT OCCUPATION	
FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS SALES AND RELATED OCCUPATIONS	410020
FOOD PREPARATION WORKERS	650380
FREIGHT, STOCK, AMD MATERIAL MOVERS - HAND	987000999 (Non-OES)
GENERAL MANAGERS & TOP EXECUTIVES	190050
GENERAL OFFICE CLERKS	553470
GUARDS AND WATCH GUARDS	630470
HAND PACKERS AND PACKAGERS	989020
HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS	859020
HOME HEALTH AIDES	660110
HOTEL DESK CLERKS	538080
HOUSEKEEPING SUPERVISORS	610080
HUMAN SERVICE WORKERS	273080

Description	OES Number
INDUSTRIAL PRODUCTION MANAGERS	150140
INDUSTRIAL TRUCK AND TRACTOR OPERATORS	979470
INSTRUCTIONAL AIDES	315211
JANITOR AND CLEANERS – EXCEPT MAIDS AND HOUSEKEEPING CLEANERS	670050
LABORERS, LANDSCAPING AND GROUNDSKEEPING	790410
LICENSED VOCATIONAL NURSES	325050
LOCAL AREA NETWORK MANAGERS	031262999 (Non-OES)
MACHINERY MAINTENANCE MECHANICS, NEC	851190
MACHINISTS	891080
MAIDS AND HOUSEKEEPING CLEANERS	670020
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS	130110
MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS	329020
MEDICAL ASSISTANTS	660050
MEDICAL RECORD TECHNICIANS	329110
MEDICAL SECRETARIES	551050
MEDICINE AND HEALTH SERVICES MANAGERS	150080
METAL FABRICATORS, STRUCTURAL METAL PRODUCTS	917140
NURSE AIDES	660080
NURSERY WORKERS	790050
OPERATING ENGINEERS	979560
PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS	929740
PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE	874020
PAINTING, COATING, AND SPRAYING MACHINE OPERATORS AND TENDERS	929530
PEST CONTROLLERS AND ASSISTANTS	670080
PHYSICAL THERAHY AIDES	660172
PHYSICAL THERAPISTS	323080
PHYSICAL THERAPY ASSISTANTS	660171
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS	875020
POLICE PATROL OFFICERS	630140
RADIOLOGIC TECHNOLOGISTS – DIAGNOSTIC	329210
RECEPTIONISTS AND INFORMATION CLERKS	553050
REGISTERED NURSES	325020
ROOFERS	878080
SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)	490112
SECRETARIES, GENERAL	551080
SECRETARIES, LEGAL	551020
SHEET METAL WORKERS	891320
SHERIFFS AND DEPUTY SHERIFFS	630320
SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC	273020
STOCK CLERKS - SALES FLOOR	490210
STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD	580230 343050
TEACHERS – ELEMENTARY SCHOOL	313050 850530
TIRE REPAIRERS AND CHANGERS TRAFFIC, SHIPPING, AND RECEIVING CLERKS	859530 580280
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TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS	971020 971050
VEHICLE SALESPERSONS - RETAIL	490111
WAITERS AND WAITRESSES	650080
WELDERS AND CUTTERS	939140
WEEDERG AND COTTERO	303140



Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

#### **Alternate Job Titles**

Staff Analyst, Controller, Finance Director, Fiscal Manager, Appraiser, and Accounts Receivable/Payable.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	94%	0%	N/A	N/A	N/A	N/A
Dental	75%	0%	N/A	N/A	N/A	N/A
Vision	56%	0%	N/A	N/A	N/A	N/A
Life	56%	0%	N/A	N/A	N/A	N/A
Sick Leave	75%	0%	N/A	N/A	N/A	N/A
Vacation	94%	0%	N/A	N/A	N/A	N/A
Retirement	75%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

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	Range	Median			
New, No Experience Union	\$7.00 to \$16.75	\$12.08			
New, Experienced Union	\$8.75 to \$25.50	\$13.29			
3 Years with Firm Union	\$9.75 to \$29.75	\$14.91			

Unionization is negligible for this occupation.

#### **Computer Software Sought:**

All employers want their employees in this occupation to be proficient in spreadsheet. Most employers want their employees to have knowledge of word processing and database.

#### Other:

#### **Promotional Opportunities:**

50% Don't Promote 50% Promote

Promotional opportunity may lead to a position such as Accountant Manager. Also, promotions/ advancements may be dependent upon job availability which implies, in certain firms, employers can test for positions and be placed on a waiting certification list for interviewing.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 16 hours per week.

### **Employment Trends**

#### **EDD Projections**

1996 Size: Large- Approximately 120 employees

1996 Growth Rate: 3.7% - Proportionally with the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 44 Job Openings

**Turnover:** 10% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	63%	6%
Usually	31%	6%
Sometimes	6%	44%
Never	0%	44%

#### **Required Training or Certifications**

Employers surveyed required the employee to have at least 12 semester-hours in college, or to have at least a bachelor's degree in accounting or a master's degree in business administration, as well as an Appraiser Certificate. Professional recognition through certification or licensure is also helpful.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Accountant, Accounting Clerk, or Bookkeeper . Employers who require previous experience seek an average of 24 months. Larger companies required more length of experience due to the changes in legislation related to taxes, financial reports standards and other financial matters.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
25%	HS or Equivalent
6%	Associate Degree (2 years)
38%	Bachelor's Degree (4 years)
6%	Graduate Study

#### **Licensing / Certification:**

The license is on required to become a CPA. The requirements are:(1) college degree in Accounting or related field, and 36 months experience with a CPA, or (2) acceptable equivalent combination of education and experience, (3) passage of Ethics exam given by California Society of Certified Public Accountants.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of business math, problem solving skills, computerized accounting system, and budget analysis skills; ability to use accounting software and write effectively. **Important:** ability to supervise, attention to detail, work under pressure, work independently, read and comprehend information quickly, and oral communication skills. **Other:** computer literacy.

**Training Source**: Training can be obtained in vocational schools and postsecondary institutions, and colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8211	9	Elementary and Secondary Schools
8721	9	Accounting, Auditing, & Bookkeeping
9030	7	Local Government
	75	Others

#### **Recruitment Method:**

Most Employers recruit applicants through newspaper ads. Many employers used private employment agencies and in-house promotion or transfer. Some employers used employee's referrals, private school referrals, and Employment Development Department.

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusive as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

#### **Alternate Job Titles**

Mechanic 1A, 1B, 2, 3, Assembly Mechanics, Production Worker, Glazers, Reel/Assembly.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	78%	0%	N/A	N/A	N/A	N/A
Dental	50%	0%	N/A	N/A	N/A	N/A
Vision	22%	0%	N/A	N/A	N/A	N/A
Life	44%	0%	N/A	N/A	N/A	N/A
Sick Leave	61%	0%	N/A	N/A	N/A	N/A
Vacation	67%	0%	N/A	N/A	N/A	N/A
Retirement	50%	0%	N/A	N/A	N/A	N/A
Child Care	6%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$9.00	\$7.50
New, Experienced	Union	\$5.75 to \$10.00	\$8.25
3 Years with Firm	Union	\$6.75 to \$12.00	\$9.50

#### **Computer Software Sought:**

No computer skills were reported.

#### Other:

#### **Promotional Opportunities:**

72% Promote 28% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Supervisor, and Lead Operator. Also, promotions or advancements may be dependent upon job opening availability or by taking on more duties in the same occupation with higher pay.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Temporary/On Call, averaging 28 hours per week.

### **Employment Trends**

#### **EDD Projections**

1998 Size: Very Large - Approximately 460 employees 1998 Growth Rate: 13.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 140 Job Openings

**Turnover:** 9% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	44%
Usually	39%	11%
Sometimes	11%	44%
Never	50%	0%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Assembler, Construction Worker, Auto Mechanic, Glazer, or in Production. Employers who require previous experience seek an average of 10 months.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** possession of attention to detail, manual dexterity, good eye-hand coordination, and mechanical aptitude; ability to use and read tape measure; use hand tools, and full use of hands, arms, and fingers.

**Important:** knowledge of record keeping; ability to stand for prolonged period of time. **Other:** knowledge of basic math; possession of punctuality ethics; ability to work under pressure, work as part of a team, work independently, read blueprints, and operate computer controlled tools.

**Training Source**: Trainees usually develop the necessary skills on the job.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

11%	Less than High School
89%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

None.

#### Where the Jobs Are:

SIC	%	Description
3999	8	Manufacturing Industries, Nec
3949	15	Sporting & Athletic Goods, Nec
3585	18	Refrigeration And Heating Equipment
5012	21	Automobiles & Other Motor Vehicles
	38	Others

#### **Recruitment Method:**

Most employers recruit unsolicited applicants and through newspaper ads.

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines or workers who calculate charges for passenger transportation.

#### **Alternate Job Titles**

Biller and Bookkeeping.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	95%	10%	N/A	N/A	N/A	N/A
Dental	70%	5%	N/A	N/A	N/A	N/A
Vision	50%	10%	N/A	N/A	N/A	N/A
Life	35%	5%	N/A	N/A	N/A	N/A
Sick Leave	65%	5%	N/A	N/A	N/A	N/A
Vacation	95%	5%	N/A	N/A	N/A	N/A
Retirement	55%	10%	N/A	N/A	N/A	N/A
Child Care	5%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

···ages				
		Range	Median	
New, No Experience	Union	\$4.75 to \$14.50	\$6.25	
New, Experienced	Union	\$5.25 to \$16.25	\$8.00	
3 Years with Firm	Union	\$5.75 to \$21.00	\$10.00	

#### **Computer Software Sought:**

Most employers prefer applicants who are computer literate. Knowledge of spreadsheet and word processing programs is especially valuable.

#### Other:

BILLING, COST AND RATE CLERKS

#### **Promotional Opportunities:**

60% Don't Promote 40% Promote

Promotional opportunities may lead to positions such as Office Manager, Office Assistant, and Supervisor. Advancement can be achieved by taking on more duties in the same occupation with higher pay.

Most of the firms surveyed reported that employees worked Full-Time, averaging 39 hours per week. Few firms reported that employees worked Part-Time, averaging 17 hours per week.

### **Employment Trends**

#### **EDD Projections**

1997 Size: Large - Approximately 100 employees 1997 Growth Rate: 9.5% - Much faster than average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 70 Job Openings

**Turnover:** 31% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	44%	0%
Usually	36%	32%
Sometimes	16%	28%
Never	4%	40%

#### **Required Training or Certifications**

Billing Clerk jobs are entry level positions, however, employers surveyed required the employees to have an average of 6 months of training.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Bookkeeper, Accounts Payable/Receivable, Clerical position, Billing, Clerk, Receptionist in Medical environment, or in Dental environment. Employers who require previous experience seek an average of 15 months.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
44%	HS or Equivalent
16%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of billing procedures, billing procedures, bookkeeping procedures, problem solving, and alphabetic and numeric filing skills; possession of data entry skills; ability to operate a numeric 10-key pad by touch.

**Important:** knowledge of computer applications; possession of telephone answering skills, public contact skills, and organizational skills; ability to work under pressure.

**Other:** ability to write effectively and perform routine work.

**Training Source**: High schools, business schools, and community college teach office skills. Business education programs and technical training needed for some specialized clerk positions can be obtained in technical institutes and in 2-and 4-year colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8011	28	Offices & Clinics Medical Doctors.
8062	15	General Medical & Surgical Hospitals
	57	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

#### **Alternate Job Titles**

Account Clerk, Office Manager Assistant, Administrative Clerk, Payroll Clerk, and Account Clerk.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	65%	7%	N/A	N/A	N/A	N/A
Dental	50%	7%	N/A	N/A	N/A	N/A
Vision	30%	0%	N/A	N/A	N/A	N/A
Life	30%	3%	N/A	N/A	N/A	N/A
Sick Leave	42%	3%	N/A	N/A	N/A	N/A
Vacation	53%	3%	N/A	N/A	N/A	N/A
Retirement	38%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Uni	\$5.00 to \$17.25	\$7.50
New, Experienced	\$5.00 to \$15.00	\$6.00
3 Years with Firm Uni	\$5.75 to \$23.00	\$10.00

Unionization is negligible for this occupation.

#### **Computer Software Sought:**

Most employers indicated the knowledge of Spreadsheet, Database, and Word Processing. Some employers reported specific accounting software knowledge.

#### Other:

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

KKEEPER

#### **Promotional Opportunities:**

42% Promote 58% Don't Promote

Promotional opportunities may lead to positions such as General Office Manager, Account Receivable Coordinator I, Accounting Manager, Manager, Payroll & Payable. Also, promotions/ advancements may be dependent upon job opening availability which imply, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 21 hours per week.

### **Employment Trends**

#### **EDD Projections**

1996 Size: Very Large- Approximately 410 employees 1996 Growth Rate: 1.8% - Slower than average

1996 Madera County Growth: 4.1%

7 Years Projection (1995-2002): 94 Job Openings

**Turnover:** 7% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	38%	0%
Usually	46%	19%
Sometimes	15%	73%
Never	0%	8%

#### **Required Training or Certifications**

Although there is no certification required for this occupation, employers required training on ten key by touch, typing 35 to 55 wpm, bookkeeping classes, money management course. Some on-the-job training may also be requested

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Bookkeeper, Accounts Payable, or Accounting Clerk. These employers ten to hire applicants with an average of 18 months of experience. Larger firms required more length of experience reaching up to 60 months.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
38%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

Certificate is received upon completion of course.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of specialized bookkeeping procedures, accounting, and payroll processing; ability to operate a 10-key adding machine by touch.

**Important:** knowledge of auditing; possession of telephone answering skills; ability to operate office machines and write effectively.

**Other:** knowledge of basic mathematical computations; possession of speed & accuracy, methodical thinking, and organizational skills.

**Training Source:** Training can be obtained in high schools, business schools and community colleges teach office skills. Business education programs typically include courses in typing, word processing, shorthand, records management, and office systems and procedures. Programs range in length from one to two years. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
9030	9	Local Government
8211	6	Elementary and Secondary School
	85	Others

#### **Recruitment Method:**

Most Employers recruit applicants through employees' referrals. Many employers recruited through newspaper ads.

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

#### **Alternate Job Titles**

Mechanic.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	73%	0%	N/A	N/A	N/A	N/A
Vision	60%	0%	N/A	N/A	N/A	N/A
Life	20%	0%	N/A	N/A	N/A	N/A
Sick Leave	73%	0%	N/A	N/A	N/A	N/A
Vacation	100%	7%	N/A	N/A	N/A	N/A
Retirement	67%	7%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$8.00 to \$12.50	\$10.50
New, Experienced	Union	\$6.00 to \$15.00	\$9.53
3 Years with Firm	Union	\$8.00 to 17.50	\$12.50

Unionization is negligible for this occupation in Madera County.

#### **Computer Software Sought:**

No computer skills were reported.

#### Other:

#### **Promotional Opportunities:**

40% Promote 60% Don't Promote

Promotional opportunities may lead to positions such as Supervisor or Manager.

#### **Employment Trends**

#### **EDD Projections**

1997 Size: Medium – Approximately 80 employees

1997 Growth Rate: 4.4% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job Openings

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week. Few firms reported that employees worked Temporary/On Call, averaging 30 hours per week.

**Turnover:** 17% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	67%	0%
Usually	27%	0%
Sometimes	7%	53%
Never	0%	47%

#### **Required Training or Certifications**

Employers surveyed preferred hire applicants with a Certification by the National Institute for Automotive Service Excellence (ASE).

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Mechanic, Truck Mechanic, Diesel Mechanic, or Auto Mechanic. Employers who require previous experience seek an average of 18 months.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of basic auto mechanics, hydraulics, repair diesel engines, and operate electric testing equipment; possession of good DMV driving record, and a valid Class A driver's license; ability to operate power hand tools and lift at least 75lbs.

**Important:** knowledge of safe work practices; possession of oral communication skills; ability to work independently and with close supervision.

**Other:** ability to follow oral instructions, write legibly, and work under pressure.

**Training Source**: Formal training of 1-to-2-year programs, given by vocational and technical schools and community and junior colleges, lead to a certificate of completion or an associate degree. Union apprenticeships are available. Apprentices must have a high school diploma or its equivalent and be at least 18 years old. These programs usually last four years.

#### Where the Jobs Are:

SIC	%	Description
5012	28	Auto & Other Motor Vehicle
4212	17	Local Trucking,no Storage
4213	12	Trucking, Except. Local
8211	12	Elementary. & Secondary Schools
	31	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.

#### **Alternate Job Titles**

Furniture Assembler, Bench Assemblers, Carpentry Worker, Load Builder, and Yardman.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	35%	0%	12%	0%	0%	0%
Dental	18%	0%	0%	0%	6%	0%
Vision	12%	0%	0%	0%	0%	0%
Life	24%	0%	0%	0%	0%	0%
Sick Leave	24%	0%	0%	0%	0%	0%
Vacation	76%	0%	0%	0%	0%	0%
Retirement	12%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	24%	0%	0%	0%	0%	0%

**Other:** 401 K Plan, Profit Sharing, and Benefits.%

#### **Promotional Opportunities:**

61% Don't Promote 39% Promote

Promotional opportunities may lead to positions such as Supervisor, Machine Operator, and Sales Representative.

#### **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing applications and Point of Sale software.

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$8.00	\$6.00
New, Experienced	Union	\$5.75 to \$10.00	\$7.00
3 Years with Firm		\$6.25 to \$13.00	\$8.50
3 Years with Firm	Union	\$6.25 to \$13.00	\$8.50

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Seasonal, averaging 40 hours per week.

#### **Shifts:**

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard-shift, and 0% had Other-shift.

#### **Employment Trends**

#### **EDD Projections**

1999 Size: Large - Approximately 90 employees **1999** Growth Rate: 47.6% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 110 Job openings

**Turnover:** 20% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	22%	11%	67%	26 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	17%		83%	6 Months	Machine Mechanic
If Required or Preferred will Training Substitute For Experience?	33%		67%	15 Months	

Technical / Vocational Training Required	0%	0%	100%	N/A	

**Desired Qualifications Based On Employers Responses:** 

**Essential:** ability of use of tools such as planes, chisels, wood files, install hardware such as planes, chisels, wood files, install hardware such as hinges, catches, drawer pulls, bore holes for insertion of screws or dowel, glue, fit and clamp parts and subassemblies together, read blueprints, sand & scrape surfaces, and match lumber for color, grain & texture.

**Important:** ability to work with Formica, stain, varnish or lacquer, and use hand tools. **Other:** knowledge of multiplication, division & use decimals and fractions, and safe work practices; ability to lift at least 50lbs., and tolerate dust & fumes.

**Training Source**: Training can be obtained in community colleges and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Very Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

78%	Less than High School
22%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC	%	Description
2541	52	Wood Partitions and Fixtures
2434	35	Wood Kitchen Cabinets
2499	8	Wood products, NEC

### **Licensing / Certification:**

None.

#### **Recruitment Method:** Three most successful methods:

89%	Walk-In Applicants
78%	Word of Mouth, Window Ad, and PIC
72%	Newspaper Ads

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

#### **Alternate Job Titles**

Building Crafts, Maintenance Worker, Laborers, Building Maintenance Worker, Constructor Supervisor, and Constructor.

#### **Benefits**

Deficition							
	Employer	Paid	Share	Costs	Employee	<b>Paid</b>	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
Medical	86%	0%	N/A	N/A	N/A	N/A	
Dental	86%	0%	N/A	N/A	N/A	N/A	
Vision	43%	0%	N/A	N/A	N/A	N/A	
Life	29%	0%	N/A	N/A	N/A	N/A	
Sick Leave	71%	0%	N/A	N/A	N/A	N/A	
Vacation	86%	0%	N/A	N/A	N/A	N/A	
Retirement	57%	0%	N/A	N/A	N/A	N/A	
Child Care	0%	0%	N/A	N/A	N/A	N/A	
Other	N/A	N/A	N/A	N/A	N/A	N/A	

#### Wages

Wages .				
	Range	Median		
New, No Experience Union	\$5.00 to \$10.75	\$6.00		
New, Experienced Union	\$6.00 to \$12.50	\$10.00		
3 Years with Firm Union	\$8.00 to \$25.00	\$13.00		

#### **Computer Software Sought:**

No computer skills were reported.

#### Other:

#### **Promotional Opportunities:**

60% Don't Promote 40% Promote

Promotional opportunities may lead to positions such as Foreman, Supervisor, and Leadman.

### **Employment Trends**

#### **EDD Projections**

1997 Size: Very Large – Approximately 180 employees 1997 Growth Rate: 14.3% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 145 Job Openings

#### **Hours:**

Most all firms surveyed reported that employees worked part, averaging hours per week. Many worked full time, averaging 40 hours per week.

**Turnover:** 24% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	20%	7%		
Usually	20%	7%		
Sometimes	60%	33%		
Never	0%	53%		

#### **Required Training or Certifications**

Almost all employers surveyed required no training or certification. However, specific industry required carpentry apprenticeship training with an average of 12 months of experience.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Constructor, Laborer, Maintenance Worker, Lumber, or Building Maintenance. Employers who require previous experience seek an average of 13 months.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

13%	Less than High School
67%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe equipment operating practices; possesion of finish & rough carpentry skills; ability to use power tools, hand tools accurately, read blue prints, and perform strenuous, physically demanding work.

**Important:** possession of a reliable vehicle; ability to climb high places and lift at least 50lbs. repeatedly.

**Other:** knowledge of cost estimating practices, drywall installation and repair, and shop math; ability to use drafting tools.

**Training Source**: Formal pre-apprenticeship training is offered by some public schools, community colleges, and other local organizations. Candidates should apply to their local Joint Apprenticeship Committee or the Carpenter's Union. Candidates must have completed 12th grade or its equivalent, be physically able to perform the work, and be at least 17 years old. The union apprenticeship involves both on-the-job training and classroom instruction. The length of the program, usually about 3 to 4 years, varies with the apprentice's skill.

#### Where the Jobs Are:

SIC	%	Description
1521	61	Single Family Housing Const
5311	11	Department Stores
	28	Others

#### **Recruitment Method:**

Most employers recruit applicants by word or mouth.



Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

#### **Alternate Job Titles**

Checker, Hostess/Host, and Clerks.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	46%	19%	N/A	N/A	N/A	N/A
Dental	30%	8%	N/A	N/A	N/A	N/A
Vision	24%	8%	N/A	N/A	N/A	N/A
Life	19%	5%	N/A	N/A	N/A	N/A
Sick Leave	41%	16%	N/A	N/A	N/A	N/A
Vacation	46%	16%	N/A	N/A	N/A	N/A
Retirement	24%	11%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$7.25	\$5.75
New, Experienced	Union	\$5.75 to \$8.75	\$5.75
3 Years with Firm	Union	\$6.00 to \$9.50	\$7.00

#### **Computer Software Sought:**

No computer skills were reported.

#### Other:

#### **Promotional Opportunities:**

92% Promote 8

8% Don't Promote

Promotional opportunities may lead to positions in management and supervisory positions. However, advancement opportunities for cashiers vary greatly and may be limited to gradual increases in responsibility and pay.

#### Hours:

Most of the firms surveyed reported that employees worked Part-Time, averaging 22 hours per week. Many firms reported that employees worked Full-Time, averaging 40 hours per week.

### **Employment Trends**

#### **EDD Projections**

1998 Size: Very Large - Approximately 850 employees 1998 Growth Rate: 1.2% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 370 Job Openings

**Turnover:** 28% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	3%	78%
Usually	8%	11%
Sometimes	19%	11%
Never	70%	0%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Customer Service or in any cashiering job. Employees who require previous experience seek an average of 3 months.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** Knowledge of basic math and cash handling; possession of public contact skills; ability to operate cash register, follow check cashing procedures, and deal tactfully with customers.

**Important:** possession of oral communication and customer service skills; ability to follow oral instructions and work under pressure.

**Other:** possession of computer familiarity and willingness to work under close supervision; ability to performance routine & repetitive work.

**Training Source**: Trainees usually develop the necessary skills on the job.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

3%	Less than High School
97%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

None.

#### Where the Jobs Are:

SIC	%	Description
5311	5	Department Stores
8211	5	Elementary & Secondary Schools
5541	11	Gasoline Service Stations
5812	16	Eating Places
5411	36	Grocery Stores
	27	Others

#### **Recruitment Method:**

Almost all employers recruit applicants through employee's referrals.



Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

#### **Alternate Job Titles**

Caregiver, Preschool Teachers, Nursery Attendant, Child Care Attendant, and Day Care Helper.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	11%	0%	N/A	N/A	N/A	N/A
Dental	0%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	11%	0%	N/A	N/A	N/A	N/A
Sick Leave	22%	0%	N/A	N/A	N/A	N/A
Vacation	33%	0%	N/A	N/A	N/A	N/A
Retirement	11%	0%	N/A	N/A	N/A	N/A
Child Care	22%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

8			
		Range	Median
New, No Experience	Union	\$5.75 to \$8.25	\$5.75
New, Experienced		\$5.75 to \$8.25	\$6.00
3 Years with Firm	Union	\$5.75 to \$13.50	\$7.00
	Union	, s 1 33 <b>420100</b>	Ţ <b></b>

#### **Computer Software Sought:**

No computer skills were reported.

#### Other:

#### **Promotional Opportunities:**

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Head Teachers, Lead and Director of the facility. However, promotional opportunities are very limited in this field.

#### Hours:

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Times, averaging 22 hours per week.

### **Employment Trends**

#### **EDD Projections**

1998 Size: Medium - Approximately 80 employees

1998 Growth Rate: 0% - Remain stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 0 Job Openings

**Turnover:** 37% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	67%
Usually	22%	0%
Sometimes	11%	33%
Never	67%	0%

#### **Required Training or Certifications**

The training required of Child Care Workers varies widely. Half of the employers reported some kind of training needed, which generally ranges from CPR/First Aid to college courses in Child Development.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Day Care Teacher or Baby Sitter. Employers who require previous experience seek an average of 7 months.

**Training Source**: Trainees usually develop the necessary skills on the job.

**Desired Qualifications Based On Employers Responses:** 

ently, read/follow instructions, write legibly, and work independently.

**Essential:** knowledge of early childhood development and variety of cultures; possession of oral communication skills oral reading skills, and imagination & creativity; ability to work under pressure, administer emergency first aid/CPR, handle a crisis situation, exer-

**Important:** ability to read and follow instructions, ability to write legibly, work independ-

**Other:** possession of Spanish language fluency, good grooming skills; ability to work with

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School	
67%	HS or Equivalent	
0%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

#### **Licensing / Certification:**

None. Aids can receive a Children's Center Instructional Permit, issued by the California Commission on Teacher Credentialing, after they complete 24 hours of Early Childhood Education courses and 16 hours towards a B.A. Degree.

#### Where the Jobs Are:

cise patience, and make decisions.

difficult children.

SIC	%	Description
8351	24	Child Day Care Services
8322	28	Individual & Family Services
8361	36	Residential Care
	12	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads and unsolicited applicants.

Cleaning, Washing, and Pickling Equipment Operators and Tenders operate or tend machines to wash or clean items, such as barrels or kegs, glass products, tin plate surfaces, dried fruit, pulp, animal stock, coal, manufactured articles, plastic, or rubber, to remove impurities preparatory to further processing.

#### **Alternate Job Titles**

Clean-up, and Sanitarian.

#### **Benefits**

Denenia						
	Employer	Paid	Share	Costs	Employee	<b>Paid</b>
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	75%	0%	N/A	N/A	N/A	N/A
Dental	38%	0%	N/A	N/A	N/A	N/A
Vision	25%	0%	N/A	N/A	N/A	N/A
Life	50%	0%	N/A	N/A	N/A	N/A
Sick Leave	50%	0%	N/A	N/A	N/A	N/A
Vacation	75%	0%	N/A	N/A	N/A	N/A
Retirement	38%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$5.75 to \$6.00	\$5.88
New, Experienced Union	\$5.75 to \$7.50	\$6.13
3 Years with Firm Union	\$6.75 to \$12.00	\$8.63

#### **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing and spreadsheet applications. In addition to, electrical controls were valuable skills.

#### Other:

#### **Promotional Opportunities:**

75% Promote 25% Don't Promote

Promotional opportunities may lead to positions such as Foreman and Manager.

#### **Employment Trends**

#### **EDD Projections**

1998 Size: Medium - Approximately 50 employees 1998 Growth Rate: 3% - Proportionally with the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 15 Job Openings

#### Hours:

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Seasonal, averaging 44 hours per week.

**Turnover:** 23% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	50%
Usually	0%	50%
Sometimes	13%	0%
Never	88%	0%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in Cleaner Equipment. Employers who require previous experience seek an average of 3 months.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of tools & machinery used and basic math; ability to stand continuously for 2 or more hours and lift at least 10lbs.

**Important:** possession of attention to detail; ability perform work, and work under close supervision.

**Other:** ability to pass a physical exam & drug test.

**Training Source**: Trainees usually develop the necessary skills on the job.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School		
100%	HS or Equivalent		
0%	Associate Degree (2 years)		
0%	Bachelor's Degree (4 years)		
0%	Graduate Study		

#### Where the Jobs Are:

SIC	%	Description
2084	100	Wines, Brandy,& Brandy Spirits

#### **Licensing / Certification:**

None.

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



Combined Food Preparation & service Workers do both food preparation and food service. This does not include workers who spend more than 80% of their time in only one of these two areas.

#### **Alternate Job Titles**

Fast Food Worker, Crew Service, Food Preparation, Line Cook, and Fry Cook.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	13%	4%	N/A	N/A	N/A	N/A
Dental	13%	4%	N/A	N/A	N/A	N/A
Vision	9%	0%	N/A	N/A	N/A	N/A
Life	9%	4%	N/A	N/A	N/A	N/A
Sick Leave	13%	4%	N/A	N/A	N/A	N/A
Vacation	13%	4%	N/A	N/A	N/A	N/A
Retirement	13%	4%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

**************************************				
		Range	Median	
New, No Experience	Union	\$4.25 to \$6.25	\$4.25	
New, Experienced	Union	\$4.25 to \$12.25	\$4.25	
3 Years with Firm	Union	\$4.25 to \$15.00	\$5.50	

Uniform low wages can be attributed to the low requirements with this occupation. Unionization is negligible for this occupation.

#### **Computer Software Sought:**

Employers want their employees to have computer literacy.

#### Other:

#### **Promotional Opportunities:**

55% Promote 45% Don't Promote

Promotional opportunities may lead to positions such as Crew Leader, Line Cook, Kitchen Manager, and Cashier. Also, promotions/ advancements may be dependent upon job opening availability which imply in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

#### **Hours:**

Most of the firms surveyed reported that employees worked Part-Time, averaging 22 hours per week. Some firms reported that employees worked Full-Time, averaging 38 hours per week.

#### **Employment Trends**

#### **EDD Projections**

1996 Size: Very Large – Approximately 250 employees 1996 Growth Rate: 0.5% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 35 Job Openings

**Turnover:** 13% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	23%	50%
Usually	18%	14%
Sometimes	9%	27%
Never	50%	9%

#### **Required Training or Certifications**

Employers surveyed required institutional cooking certificate. Also, on-the-job training is a common element for this occupation.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Cook, Food Preparation, Prep Cook, Fry Cook, or Line Cook. These employers tend to hire applicants with an average of 12 months of experience. Fast food employers' requirements are limited on formal education and experience due to the fact that this occupation is a short-term source of income rather than a career.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

18%	Less than High School
82%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of food preparations, short order cooking, fry cooking; possession of order taking skills; ability to package and serve foods and make changes.

**Important:** possession of customer service skills and grooming standards; ability to follow directions.

Other:

**Training Source**: Training can be obtained through high school or post-high school vocational programs and 2-or 4-year colleges. Also, cooks may also be trained in apprenticeship programs offered by professional culinary institutes, industry associations, and trade unions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
5812	82	Eating Places
5411	12	<b>Grocery Stores</b>
	6	Others

#### **Recruitment Method:**

Most employers recruit unsolicited applications. Many employers recruited through newspaper ads.

Compliance Officers and Enforcement Inspectors enforce adherence to policies, procedures, or regulations and advise on standards. They may be employed in the public or private sector and inspect and enforce regulations on such matters as health, safety, food, immigration, licensing, or interstate commerce. Does not include construction or building inspectors.

#### **Alternate Job Titles**

Quality Control, Contract Compliance Officer, Environmental Field Specialists, and Code Enforcement Officer.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	60%	0%	N/A	N/A	N/A	N/A
Vision	60%	0%	N/A	N/A	N/A	N/A
Life	80%	0%	N/A	N/A	N/A	N/A
Sick Leave	80%	0%	N/A	N/A	N/A	N/A
Vacation	100%	0%	N/A	N/A	N/A	N/A
Retirement	60%	20%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$6.50 to \$19.25	\$11.62
New, Experienced Union	\$6.50 to \$21.25	\$11.62
3 Years with Firm Union	\$7.75 to \$23.50	\$13.81
Cilion		

#### **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing and spreadsheet applications. Specific software such as Time Management was reported.

#### Other:

#### **Promotional Opportunities:**

40% Promote 60% Don't Promote

Promotional opportunities may lead to positions such as Manager, Sr. Environmental Specialist, and promotions within the firm.

### **Employment Trends**

#### **EDD Projections**

1998 Size: Medium - Approximately 40 employees

1998 Growth Rate: 0% - Remain Stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

#### Hours

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

**Turnover:** 18% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	40%	20%
Usually	40%	40%
Sometimes	0%	40%
Never	20%	0%

#### **Required Training or Certifications**

Among the certification required were Housing Quality Standards, Health Hazardous, and Hazardous Materials Management. The average of training required was 24 months.

#### **Recognized Related Work Experience**

Because of the diversity of the functions they perform, work experiences differ greatly. Acceptable work experience included either Housing Inspector, Maintenance Supervisor, Seafood Inspector, Facility Environmental Coordinator, or Enforcement Officer. Employers who require previous experience seek an average of 11 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
60%	HS or Equivalent
0%	Associate Degree (2 years)
20%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of record keeping and supervisory skills; possession of organizational and time management skills and verbal communication skills; ability to work under pressure, handle crisis situations, and attention to detail.

**Important:** possession of writing skills; ability to perform mathematical calculations and plan & organize the work of others.

**Other:** ability to lift at least 10lbs., work independently, and work as part of team.

**Training Source**: College and universities offer undergraduate programs that can prepare a person for this occupation. However, the program of study would vary depending on the industry and the natures of the job.

#### Where the Jobs Are:

SIC	%	Description
9010	9	Federal Government
9020	35	State Government
9030	54	Local Government
	2	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform trouble-shooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

#### **Alternate Job Titles**

Information Services Technician and PC Network Technician.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	60%	0%	33%	0%	0%	0%
Dental	60%	0%	33%	0%	0%	0%
Vision	47%	0%	27%	0%	0%	0%
Life	53%	0%	13%	0%	0%	0%
Sick Leave	100%	0%	0%	0%	0%	0%
Vacation	93%	100%	7%	0%	0%	0%
Retirement	67%	0%	0%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%
Other	13%	0%	7%	0%	0%	0%

**Other:** 401 K Plan, Holidays and Uniform Shirts.

### **Promotional Opportunities:**

33% Promote 67% Don't Promote

Promotional opportunities may lead to positions such as Network Administrator and Senior Communications Technician.

# **Computer Software Sought:**

Most employers prefer applicants who are skilled in word processing, spreadsheet, and database. In addition, almost all employers prefer applicants with skills in Network system, Windows, DOS, Operating Systems, Internet, Web Page Design, and Mainframes. Technological advances come so rapidly in the computer field that continuous study is necessary to keep skills up to date.

#### Wages

		Range	Median
New, No Experience	Union		\$
New, Experienced	Union	\$9.00 to \$14.43 \$12.00 to \$15.63	\$11.99 \$13.42
3 Years with Firm	Union	\$11.50 to \$19.18 \$15.63 to \$39.79	\$14.50 \$16.00

#### Hours:

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 20 hours per week.

### **Shifts:**

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard-shift, and 7% had Other-shift (On-Call).

# **Employment Trends**

### **EDD Projections**

**1999** Size: N/A

1999 Growth Rate: N/A

**1999** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover:** 7% annually, based on employers responses.

	Yes	Not Required But	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	28 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	20%		80%	24 Months	Communication Technician and in Computers field
If Required or Preferred will Training Substitute For Experience?	27%		73%	17 Months	

Technical / Vocational Training Required	60%	20%	20%		Networking System, Novell, CNA, MCSE Cer- tification, and Trouble- shooting.
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### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Not Applicable

**Education:** Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
40%	HS or Equivalent
40%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

MSCE; CAN; CNE, and A+ provided by the different vendors.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of diverse software applications, microcomputer hardware, operating systems, design computer networks, troubleshooting procedures, diagnosis & repair of computers, peripheral equipment, and installation & maintenance of LAN/WAN systems. **Important:** knowledge of operating manuals, possession of verbal communication skills and organizational & time management skills.

**Other:** knowledge of record keeping and basic mathematical calculations; possession of oral communications skills; ability to handle crisis situations.

**Training Source**: There is no universal way to prepare for a job as a Computer Network Technician. Education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC % Description

No Available Data

#### **Recruitment Method:** Three most successful methods:

93%	Newspaper Ads
40%	Employee Referrals
33%	In-House Promotion or Transfer and Word of Mouth



Computers Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

#### **Alternate Job Titles**

Associate Information System Analyst, and Information System Analyst.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	11%	N/A	N/A	N/A	N/A
Dental	89%	11%	N/A	N/A	N/A	N/A
Vision	33%	11%	N/A	N/A	N/A	N/A
Life	11%	0%	N/A	N/A	N/A	N/A
Sick Leave	89%	11%	N/A	N/A	N/A	N/A
Vacation	100%	11%	N/A	N/A	N/A	N/A
Retirement	67%	11%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Other:

# **Promotional Opportunities:**

22% Promote 78% Don't Promote

Advancement to supervisory and other positions in this occupation is limited to those who obtain further education, training and experience.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 30 hours per week.

#### Wages

7745						
	Range	Median				
New, No Experience Unio	\$12.50 to \$12.50	\$12.50				
New, Experienced Unio	\$10.00 to \$20.25	\$14.50				
3 Years with Firm Unio	\$13.50 to \$27.50	\$20.25				

Entry level wages for inexperienced and experienced workers being in that range can be attributed that particular firm surveyed pays the same wage for either level. Unionization is negligible for this occupation.

# **Computer Software Sought:**

All employers want their employees in this occupation to be proficient in word processing. Almost all want their employees to have knowledge of spreadsheet, database and all new programs/languages such as Windows, terminals and network communication.

# **Employment Trends**

### **EDD Projections**

1996 Size: Medium – Approximately 70 employees 1996 Growth Rate: 2.6% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 24 Job Openings

**Turnover:** 0% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	100%	0%
Usually	0%	0%
Sometimes	0%	33%
Never	0%	67%

#### **Required Training or Certifications**

Within the firms surveyed classroom vocational training was required. On-the-job training is another element for this occupation.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Computer Programmer, High-End Programmer, or Design Development.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Somewhat Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
11%	HS or Equivalent
0%	Associate Degree (2 years)
78%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

Certification is obtained through different vendors.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of problem solving skills, computer language, Assembly language, database management, and mainframe hardware and operating systems; ability to write, edit, and debug computer programs for business.

**Important:** knowledge of telecommunications, Windows programs, and AutoCad; ability to stay abreast of new programs/languages.

Other:

**Training Source:** There are no universal training requirements for programmers because computer applications are so widespread and varied that employer's needs also vary greatly. Computer programming is taught at public and private vocational schools, community and junior colleges, and universities. Many programmers are college graduates; others have taken special courses in computer programming to supplement their experience in particular fields. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
7372	69	Prepackaged Software
8211	9	Elementary and Secondary School
8748	9	Business Consulting
7371	6	Computer Programming Services
	7	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads and the Internet. Other methods include referrals and trade magazines.



Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

#### **Alternate Job Titles**

Computer Techs, Senior Computer OP/PC Network Tech, Staff Service Specialist, Information System Analyst, System Administrator, LAN Administra-

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	93%	7%	N/A	N/A	N/A	N/A
Dental	80%	7%	N/A	N/A	N/A	N/A
Vision	80%	7%	N/A	N/A	N/A	N/A
Life	53%	7%	N/A	N/A	N/A	N/A
Sick Leave	93%	7%	N/A	N/A	N/A	N/A
Vacation	80%	7%	N/A	N/A	N/A	N/A
Retirement	80%	7%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

# Other:

# **Promotional Opportunities:**

40% Promote 60% Don't Promote

Promotional opportunity may lead to position such as MIS Director.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 29 hours per week.

#### Wages

_		Range	Median
New, No Experience	Jnion	\$7.00 to \$15.00	\$13.00
New, Experienced	J <b>nion</b>	\$7.50 to \$19.75	\$13.81
3 Years with Firm		\$9.00 to \$27.25	\$16.11
Į	Jnion		

# **Computer Software Sought:**

Almost all employers prefer applicants who are skilled in word processing, spreadsheet, and database applications. Among others computers skills was Network, Lan Administrator, WAN Administrator, NT, Novell, Windows 95, DOS, Operating Systems, Internet, Web Page Design, and Mainframes.

# **Employment Trends**

### **EDD Projections**

1998 Size: Small - Approximately 40 employees

1998 Growth Rate: 8.6% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 3 Job Openings

**Turnover:** 10% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	40%	20%
Usually	60%	20%
Sometimes	0%	47%
Never	0%	13%

#### **Required Training or Certifications**

Among the training required were Novell Certification, Unix Certification, A+ Certification, Network training, NT training, and college classes. The average length of training required was 14 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were MIS Administrator, System Administrator, Engineer, Network Specialist, or Troubleshooting Specialist. Employers who require previous experience seek an average of 12 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
33%	HS or Equivalent
7%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Technical or professional certification is becoming a more common way to ensure employers of a level of competency or quality in a prospective employee.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of diverse software applications, microcomputer hardware, operating systems, troubleshooting techniques, LAN/WAN, and operating manuals.

**Important:** knowledge of teaching techniques; ability to write effectively, communicate technical information to non-technical staff, work independently, work under pressure, and communicate with computer literate staff.

**Other:** possession of customer service skills; ability to work with close supervision, and work under pressure.

**Training Source:** There is no universal way to prepare for a job for this occupation. Relevant work experience is very important. Since employers generally look for experience, entry-level employees enhance their employment opportunities by participating in programs offered by vendors. Technological advances come so rapidly in the computer field that continuous study is necessary to keep skills up to date. Continuing education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3556	13	Plumbing & Hydronic Heating Supplie
4813	25	Telephone Communications, Exc. Radi
5074	25	Food Products Machinery
8062	38	General Medical & Surgical Hospitals

#### **Recruitment Method:**

All employers recruit applicants through newspaper ads.

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

#### **Alternate Job Titles**

Steamers, Sauté Cook, and Pizza Maker.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	16%	6%	N/A	N/A	N/A	N/A
Dental	11%	6%	N/A	N/A	N/A	N/A
Vision	5%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	11%	6%	N/A	N/A	N/A	N/A
Vacation	11%	6%	N/A	N/A	N/A	N/A
Retirement	5%	6%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

### Wages

114565		
	Range	Median
New, No Experience Union	\$5.75 to \$8.25	\$5.75
New, Experienced Union	\$5.75 to \$8.25	\$5.94
3 Years with Firm Union	\$6.25 to \$9.25	\$6.88

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

78% Promote 22% Don't Promote

Promotion opportunities depend on ability to supervise less skilled workers, and limit food costs, by minimizing waste and accurately anticipating the amount of perishable supplies needed. Experienced cooks gradually advance to executive positions or supervisory/ management positions.

#### **Hours:**

Most of the firms surveyed reported that employees worked Part-Time, averaging 23 hours per week. Some firms reported that employees worked Full-Time, averaging 40 hours per week.

# **Employment Trends**

### **EDD Projections**

1998 Size: Large - Approximately 150 employees 1998 Growth Rate: 1% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job Openings

**Turnover:** 42% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	6%	83%
Usually	6%	11%
Sometimes	33%	6%
Never	56%	0%

### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either as a Cook or as a Pizza Maker. Employers who require previous experience seek an average of 5 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of sauce making; possession of oral communication skills, ability to handle multiple food orders in a timely fashion, work under pressure, work independently, read and follow instructions, and manage multiple priorities.

**Important:** knowledge of ethnic foods and pastry making; ability to write legibly. **Other:** knowledge of basic math; possession of grooming skills; ability to work with close

**Training Source**: Trainees usually develop the necessary skills on the job. However, 3-year, State-approved apprenticeship programs are specifically designed to train Cooks for full service eating places. Program combines formal classroom instruction with supervised on-the-job training. Upon completion of the program, graduates receive full journey-entry level status and the designation, Culinarian. College programs are also available. Community colleges offer Associate Degree and certificate programs in commercial food preparation. Postsecondary courses range from a few months to 2 years or more. Refer to the Training Directory in this report for a list of service providers who offer related train-

#### Where the Jobs Are:

supervision.

SIC	%	Description
7011	13	Hotels & Motels
5812	81	<b>Eating Places</b>
	6	Others

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants. Most recruit by employees' referral and newspaper ads.



Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basics items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, the se cooks work in regional or national fast food chain restaurants.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	0%	0%	0%	24%	0%	6%
Dental	0%	0%	0%	6%	0%	6%
Vision	0%	0%	0%	6%	0%	6%
Life	0%	0%	0%	0%	0%	6%
Sick Leave	0%	0%	0%	0%	0%	0%
Vacation	0%	18%	0%	0%	0%	0%
Retirement	0%	6%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	6%	0%	0%

**Other:** 50% Discount Meals.%

# **Promotional Opportunities:**

18% Don't Promote 82% Promote

Promotional opportunities may lead to positions such as Shift Manager, Shift Supervisor, Shift Leader, and Crew Leader.

# **Computer Software Sought:**

No computer skills were reported.

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$5.75	\$5.75
New, Experienced	Union	\$5.75 to \$5.75	\$5.75
3 Years with Firm	Union	\$6.25 to \$7.00	\$6.50

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Part-Time, averaging 19 hours per week. Few firms reported that employees worked Full-Time, averaging 30 hours per week.

### **Shifts:**

76% of the employers had day-shift; 76% had swing-shift; 0% had graveyard-shift, and 18% had Other-shift (5:30 am - 12:30 am, 10 am - 12 am, 4 pm to midnight).

# **Employment Trends**

### **EDD Projections**

**1999** Size: Large - Approximately 160 employees **1999** Growth Rate: 1% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job Openings

**Turnover:** 42% annually, based on employers responses.

Emperiore una 11ummg of Employers response					
	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A		N/A	N/A	
If Required or Preferred will Training Substitute For Experience?	N/A		N/A	N/A	

Desired	<b>Qualifications</b>	<b>Based On</b>	<b>Employers</b>	<b>Responses:</b>
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**Essential:** knowledge of measure required ingredients needed for specific food item being prepared, determine portions, and health/sanitation standards; ability to read food order slip or receive verbal instructions as to food required, prepare and cook food according to instruments, prepare and serve beverages such as coffee and fountain drinks. **Important:** ability to cook in quantity, cook food requiring short preparation time, and operate cooking equipment.

**Other:** ability to work under stress situations, prepare dough, and follow recipes.

Technical / Vocational 0% 0% 100% N/A Training Required

**Training Source**: Training can be obtained through adult schooln with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable

Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

94%	Less than High School
6%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Where the Jobs Are:

SIC % Description5812 100 Eating Places

# **Licensing / Certification:**

None.

#### **Recruitment Method:** Three most successful methods:

100%	Walk-In Applicants
94%	Word of Mouth and Window Ad
76%	Newspaper Ads



Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

#### **Alternate Job Titles**

Correctional Officer I/II, and Juvenile Detention Officer I/II.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	100%	0%	N/A	N/A	N/A	N/A
Vision	100%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	100%	0%	N/A	N/A	N/A	N/A
Vacation	100%	0%	N/A	N/A	N/A	N/A
Retirement	100%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

8			
		Range	Median
New, No Experience	Union	\$10.25 to \$11.25	\$10.70
New, Experienced	Union	\$11.75 to \$13.00	\$12.41
3 Years with Firm	Union	\$12.50 to \$13.75	\$13.03

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

0% Don't Promote 100% Promote

Promotional opportunity may lead to position in higher ranks within the firm.

# **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 630 employees 1998 Growth Rate: 5.9% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 280 Job Openings

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

**Turnover:** 22% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	0%	50%		
Usually	50%	0%		
Sometimes	0%	50%		
Never	50%	0%		

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers was a job working with juveniles. Employers who require previous experience seek an average of 3 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: Very Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
50%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of problem solving; possession of a Firearms Qualifications Card; ability to accurately record and report information; pass a pre-employment medical exam, and handle crisis situations.

**Important:** knowledge of supervisory skills; possession of decision making skills; ability to deal effectively with difficult individuals, plan and organize the work of others, work under pressure, and administer emergency first aid.

**Other:** knowledge of variety of cultures and interviewing techniques; ability to interact well with others, and work independently.

**Training Source**: Basic correctional officer academy training averaging 2 months is required for state correctional facilities. State Correctional Officers undergo a six-week inhouse training program, followed by a 2-year (3,600 hours) apprenticeship. To be eligible in the CO examination, the applicant must (1) no felony convictions, (2) U.S. Citizen or permanent resident alien, (3) graduate from a U.S. high school or have a GED or higher level degree, and (4) history of law abiding behavior.

#### Where the Jobs Are:

SIC	%	Description
9030	17	Local Government
9020	83	State Government

#### **Recruitment Method:**

All employers recruit applicants by employees' referrals, hiring unsolicited applicants, use in-house promotion or transfer, through public schools or program referrals, EDD, and through Union Hall Referrals.



Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

#### **Alternate Job Titles**

Front Counter Crew, Clerks, Cashiers, and Receptionist.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	45%	4%	N/A	N/A	N/A	N/A
Dental	27%	0%	N/A	N/A	N/A	N/A
Vision	13%	4%	N/A	N/A	N/A	N/A
Life	4%	0%	N/A	N/A	N/A	N/A
Sick Leave	27%	0%	N/A	N/A	N/A	N/A
Vacation	36%	0%	N/A	N/A	N/A	N/A
Retirement	18%	4%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

7145cs				
	Range	Median		
New, No Experience Union	\$4.25 to \$7.00	\$5.00		
New, Experienced Union	\$4.25 to \$8.00	\$5.50		
3 Years with Firm Union	\$4.25 to \$10.50	\$7.00		

Unionization in negligible for this occupation.

# **Computer Software Sought:**

Employers want their employees in this occupation to be proficient in word processing and database computer programs. Some employers want their employees to have computer literacy.

#### Other:

# **Promotional Opportunities:**

50% Don't Promote 50% Promote

Promotional opportunity may lead to a position such as Manager.

# **Employment Trends**

# **EDD Projections**

1996 Size: Large – Approximately 100 employees 1996 Growth Rate: 4.7% - Faster than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 52 Job Openings

### **Hours:**

Most of the firms surveyed reported that employees worked Part-Time, averaging 24 hours per week. Many firms reported that employees worked Full-Time, averaging 41 hours per week.

**Turnover:** 30% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	9%	18%
Usually	18%	18%
Sometimes	32%	45%
Never	41%	18%

#### **Required Training or Certifications**

This occupation is primarily entry level and on-the-job training is one of the elements for this employment. However, specialty field required a license, such as Real State Agent, required a license.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in retail sales or Cashier. These employers tend to hire applicants with an average of 6 months of experience. Firms with particular product knowledge required more length of experience.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Somewhat Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

5%	Less than High School	
67%	HS or Equivalent	
5%	Associate Degree (2 years)	
0%	Bachelor's Degree (4 years)	
0%	Graduate Study	

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of cash handling, inventory techniques, product knowledge, and sales techniques; possession of customer service skills.

**Important:** knowledge of record keeping; ability to use computer terminal and operate a standard & computerized cash register.

Other:

**Training Source**: Trainees usually develop the necessary skills on the job.

#### Where the Jobs Are:

SIC	%	Description
5311	32	Department Stores
7841	19	Video Tape Rental
7999	14	Amusement and Recreation
	35	Others

#### **Recruitment Method:**

Most employers recruit applicants through employees' referrals and newspaper ads. Many hired unsolicited applicants.



Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Repairers.

### **Alternate Job Titles**

Repairers have numerous job titles, which often refer to the kind of equipment they work with. In this occupation Computer Repairer was the unani-

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	50%	0%	N/A	N/A	N/A	N/A
Dental	50%	0%	N/A	N/A	N/A	N/A
Vision	25%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	50%	0%	N/A	N/A	N/A	N/A
Vacation	50%	0%	N/A	N/A	N/A	N/A
Retirement	25%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

· · · · · · · · · · · · · · · · · · ·				
	Range	Median		
New, No Experience Union	\$12.75 to \$12.75	\$12.75		
New, Experienced Union	\$7.00 to \$12.75	\$9.25		
3 Years with Firm Union	\$10.00 to \$20.75	\$15.92		

Wages being higher for inexperienced than experienced can be attributed to one firm surveyed that pays the same wage for either level. Unionization is negligible for this occupation.

# **Computer Software Sought:**

All employers want their employees in this occupation to be proficient in word processing, database programs, desktop publishing, as well as spreadsheet, and the diverse computer programs and software.

#### Other:

### **Promotional Opportunities:**

0% Promote 100% Don't Promote

# **Employment Trends**

# **EDD Projections**

1996 Size: Small – Approximately 10 employees

1996 Growth Rate: 5.7% - Much faster than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 3 Job Openings

**Turnover:** 0% annually, based on employers responses.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

	Experience Required	Training Substitute For Experience
Always	100%	0%
Usually	0%	0%
Sometimes	0%	25%
Never	0%	75%

#### **Required Training or Certifications**

Within the firms surveyed no formal training or certification was required.

#### **Recognized Related Work Experience**

Acceptable work experience by employers was Computer Repairer. These employers tend to hire applicants with an average range of 24 to 78 months of experience. Larger firms required the most length of experience.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Somewhat Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School	
0%	HS or Equivalent	
25%	Associate Degree (2 years)	
75%	Bachelor's Degree (4 years)	
0%	Graduate Study	

# **Licensing / Certification:**

The International Society of Certified Electronics Technicians and the Electronics Technicians Association each administered as a voluntary certification program. In both, an electronics repairer with 4 years of experience can become a Certified Electronics technician. Certification, which is by examination, is offered in computer equipment. An Associate Level test, covering basic electronics, is offered for students or repairers with less than 4 years of experience.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of microcomputer hardware & operating systems, electrical circuitry, and peripheral equipment; possession of methodical troubleshooting skills; ability intemperate electronic testing equipment.

**Important:** knowledge of EDP systems engineering;, possession of a reliable transportation and public contact skills, ; ability to work with close supervision.

**Other:** knowledge of basic math computations; ability to read/follow instructions and updating skills to keep up with new technology.

**Training Source**: Formal training is offered by public post secondary vocational-technical schools, private vocational schools and technical institutes, junior and community colleges, and some high schools and correspondence schools. Programs take 1 to 2 years. The military services also offer formal training and work experience. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
7372	57	Prepackaged Software
4813	29	<b>Telephone Communications</b>
5734	14	Computer and Software Stores

### **Recruitment Method:**

Most employers recruit applicants through newspaper ads. Many hired applicants through Trade Magazines and the Internet.

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	60%	13%	N/A	N/A	N/A	N/A
Dental	87%	13%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	60%	7%	N/A	N/A	N/A	N/A
Vacation	100%	7%	N/A	N/A	N/A	N/A
Retirement	40%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

7745°				
	Range	Median		
New, No Experience Union	\$6.00 to \$10.00	\$8.00		
New, Experienced Union	\$7.00 to \$12.00	\$9.50		
3 Years with Firm Union	\$9.00 to \$17.00	\$12.00		

# **Computer Software Sought:**

A few employers prefer applicants who are skilled in word processing.

#### Other:

DENTAL ASSISTANTS

# **Promotional Opportunities:**

27% Don't Promote 73% Promote

Promotional opportunities may lead to positions such as Registered Dental Assistant and Supervisor.

# **Employment Trends**

# **EDD Projections**

1998 Size: Medium - Approximately 60 employees 1998 Growth Rate: 2.9% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job Openings

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 39 hours per week. Few firms reported that employees worked Part-Time, averaging 26 hours per week.

**Turnover:** 21% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	27%	73%
Usually	33%	7%
Sometimes	27%	13%
Never	13%	7%

#### **Required Training or Certifications**

Among the certification required were X Ray License, dental Assistant Certificate, and Registered Dental Assistant License. The average of training required was 13 months.

# **Recognized Related Work Experience**

Acceptable work experience by employers were either as a dental Assistant or Registered Dental Assistant. Employers who require previous experience seek an average of 9 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
60%	HS or Equivalent
0%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Licensed Dental Assistant. To obtain a license applicants must (1) graduate from approved Dental Assisting Program or (2) 18 months on-the-job training with a Licensed Dentist, and (3) pass the RDA written and performance examination. NOTE: Licensure is a voluntary process that permits a dental assistant to perform more complex procedures.

Vocational programs may lead to a Certificate.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of dental materials, billing procedures, and record keeping; possession of Radiation Safety Certificate; ability to assist or perform dental procedures. **Important:** possession of public contact and oral skills; ability to read & follow oral instructions.

**Other:** knowledge of basic math; possession of grooming skills; ability to work independently.

**Training Source:** Training can be obtained through community colleges and public and private adult vocational schools. Also, through Regional Occupational Programs (ROP). While the length of programs may vary, most programs take 1 year or less to complete and lead to a certificate. Some private vocational school offer 4-to-6 month courses. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8021	100	Office & Clinics Of Dentists

#### **Recruitment Method:**

Most employers recruit unsolicited applicants and through private schools referrals.

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	78%	22%	N/A	N/A	N/A	N/A
Dental	56%	11%	N/A	N/A	N/A	N/A
Vision	44%	11%	N/A	N/A	N/A	N/A
Life	22%	11%	N/A	N/A	N/A	N/A
Sick Leave	56%	22%	N/A	N/A	N/A	N/A
Vacation	67%	22%	N/A	N/A	N/A	N/A
Retirement	56%	22%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

Truges		
	Range	Median
New, No Experience Union	\$17.00 to \$30.00	\$23.00
New, Experienced Union	\$20.00 to \$35.00	\$26.00
3 Years with Firm Union	\$23.50 to \$40.00	\$28.25

Multiple job holding is common in this field and compensation can also be based per day ranging from \$187.50 to \$300.00.

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

0% Promote 100% Don't Promote

Dental Hygienists advance primarily in expanded roles and greater responsibilities. With additions education and experience they may specialize in areas such as orthodontia.

# Hours:

Most of the firms surveyed reported that employees worked Part-Time, averaging 17 hours per week. Some firms reported that employees worked Full-Time, averaging 38 hours per week.

# **Employment Trends**

### **EDD Projections**

1997 Size: Medium – Approximately 50 employees 1997 Growth Rate: 21.4% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 50 Job Openings

**Turnover:** 27% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	33%	7%
Usually	20%	27%
Sometimes	20%	47%
Never	27%	20%

#### **Required Training or Certifications**

Among the training required by employers surveyed were Dental Hygiene Certification, x-ray License, and Dental Hygienists License. The average length of training required was 14 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers werer Dental Assistant, Registered Dental Assistant, or in Dental office. Employers who require previous experience seek an average of 13 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
7%	HS or Equivalent
13%	Associate Degree (2 years)
27%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Licensed Dental Hygienist. To obtain a license applicants must graduate from an ADA accordited dental hygiene program.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of teeth cleaning and polishing techniques, decay preventive agents, infection control, dental care needs, local anesthetics, instrument sterilization, and safety procedures; possession of Dental Hygienist License; ability to examine gums for signs of disease, instruct patients in oral hygiene, and administer and develop x-ray film.

**Important:** knowledge of record keeping and laboratory safety procedures; possession of Radiation Safety Certificate and public contact skills.

**Other:** knowledge of good diet and nutrition, ability to work independently, and exercise patience with children.

**Training Source**: Training programs last two-year and training must be from an accredited dental hygiene program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8021	100	Offices & Clinics of Dentists

#### **Recruitment Method:**

Most employers recruit applicants through word of mouth and Health care programs.

Female 82% **Male 18%** 

# **Description**

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

#### **Alternate Job Titles**

Child Nuti/II, CN Asst II, CN Food HA, Server, Food Server, and Dishwasher.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	25%	7%	N/A	N/A	N/A	N/A
Dental	19%	7%	N/A	N/A	N/A	N/A
Vision	13%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	25%	7%	N/A	N/A	N/A	N/A
Vacation	25%	7%	N/A	N/A	N/A	N/A
Retirement	19%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience	\$5.75 to \$8.75	\$5.75
New, Experienced	\$5.75 to \$10.25	\$5.94
3 Years with Firm	\$5.75 to \$10.25	\$7.00

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

75% Promote 25% Don't Promote

Promotional opportunities may lead to positions such as management and supervisory positions. However, Opportunities for promotion are limited, the field serves as a source of immediate income, rather than a career.

# **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 180 employees

1998 Growth Rate: 1.6% - Slow Decline 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job Openings

### Hours:

Many of the firms surveyed reported that employees worked Part-Time, averaging 22 hours per week. Many firms reported that employees worked Full-Time, averaging 21 hours per week.

**Turnover:** 27% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	6%	75%
Usually	0%	19%
Sometimes	31%	6%
Never	63%	0%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either as a Waiter/Waitresses or in any a food service position. Employers who require previous experience seek an average of 4 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** possession of oral communication skills; ability to work rapidly under pressure, handle food orders in a timely fashion, fill coffee and tea dispensers, and stand continuously for two or more hours.

**Important:** knowledge of basic math; possession of public contact skills; ability to work independently and read & follow instructions.

**Other:** knowledge of sanitary work environment; possession of high standards of personal cleanliness and basic computerized menu/order taking skills.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

6%	Less than High School
94%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC	%	Description
5813	9	Drinking Places
7011	13	Hotels & Motels
5812	70	Eating Places
	8	Others

# **Licensing / Certification:**

None.

### **Recruitment Method:**

Almost all employers recruit unsolicited applicants, through employees' referrals, and newspaper ads

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	83%	0%	N/A	N/A	N/A	N/A
Dental	33%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	6%	0%	N/A	N/A	N/A	N/A
Sick Leave	72%	0%	N/A	N/A	N/A	N/A
Vacation	94%	0%	N/A	N/A	N/A	N/A
Retirement	28%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

· · · · · · · · · · · · · · · · · · ·					
		Range	Median		
New, No Experience	Union	\$5.75 to \$10.00	\$6.60		
New, Experienced	Union	\$5.75 to \$12.00	\$8.00		
3 Years with Firm	Union	\$6.50 to \$15.00	\$9.75		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

DRIVER/SALES WORKERS

# **Promotional Opportunities:**

61% Don't Promote 39% Promote

Promotional opportunity may lead to position such as Manager.

# **Employment Trends**

# **EDD Projections**

1998 Size: Medium - Approximately 60 employees

1998 Growth Rate: 0% - Remain stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

# **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week. Few firms reported that employees worked Part-Time, averaging 22 hours per week.

**Turnover:** 21% annually, based on employers responses.

	Experience Required	Training Substitute For Experience	
Always	33%	33%	
Usually	6%	28%	
Sometimes	22%	17%	
Never	39%	22%	

#### **Required Training or Certifications**

Among the certification required were Class A or B driver's license, hazardous material Certificate, d hazardous material Endorsement.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either as a driver or Salesman. Employers who require previous experience seek an average of 14 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of basic math; possession of good DMV driving record, customer service skills, and advanced selling skills; possession of read/follow instructions, work independently, and read invoices.

**Important:** knowledge of local streets; ability to complete forms and interact well with others.

**Other:** possession of dependability & work ethics and good grooming skills; ability to team as a team.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School			
100%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

# **Licensing / Certification:**

None.

#### Where the Jobs Are:

SIC	%	Description
5149	5	Groceries & Related Products,Nec
5181	7	Beer & Ale
5984	16	Liquefied Petroleum Gas Dealers
5812	50	Eating Places
	22	Others

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants.

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Services.

#### **Alternate Job Titles**

Maintenance, Journeyman, Maintenance Electrician, and Plant Electrician.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	69%	0%	N/A	N/A	N/A	N/A
Vision	54%	0%	N/A	N/A	N/A	N/A
Life	38%	0%	N/A	N/A	N/A	N/A
Sick Leave	62%	0%	N/A	N/A	N/A	N/A
Vacation	77%	0%	N/A	N/A	N/A	N/A
Retirement	54%	0%	N/A	N/A	N/A	N/A
Child Care	15%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$5.50 to \$14.25	\$7.48
New, Experienced Union	\$7.50 to \$17.75	\$10.00
3 Years with Firm Union	\$10.00 to \$22.50	\$15.14

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

53% Promote 47% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Foreman, Senior Electrician, and Plant & Packaging Maintenance Electrician. Also, promotions/ advancements may be dependent upon job availability, which implies, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 20 hours per week.

# **Employment Trends**

### **EDD Projections**

1997 Size: Large — Approximately 130 employees

1997 Growth Rate: 3.9% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 50 Job Openings

**Turnover:** 24% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	67%	7%
Usually	27%	13%
Sometimes	7%	27%
Never	0%	53%

#### **Required Training or Certifications**

Among training required by employers surveyed were Electrician Apprentice Program, Electrician License, and Programmable Logic Controllers Training. The average length of training required was 16 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Journeyman, Packaging Maintenance Electrician, or Maintenance. Employers who require previous experience seek an average of 39 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School			
47%	HS or Equivalent			
13%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

### **Licensing / Certification:**

Although licensing requirements vary from area to area, electricians generally must pass an examination that tests their knowledge of electrical theory, the National Electrical Code, and local electric and building codes.

The program consists of from 7,200 to 8,000 hours of combined on-the-job and class-room training. Upon completion of the program, they receive a Certificate of Completion from the California Division of Apprenticeship Standards. Applicants must be at least 18 years old and have a high school diploma, although GED maybe acceptable.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of electrical systems, electrical equipment installation, troubleshooting, use reference materials, shop math, and cost estimating procedures; possession of soldering skills and mechanical aptitude; ability to read blue prints.

**Important:** possession of customer service skills and oral communication; good color perception, lift 50 lbs, climb ladders, and read/follow instructions.

**Other:** knowledge of safety procedures and fiber optic wiring; possession of dexterity skills; ability to crawl under buildings.

**Training Source**: Electrical trade can be learned by completing a 4-or-5 year apprentice programs, or on-the-job training for non-union members. Another way is completion of an electrical construction and maintenance program at a vocational or trade colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
4932	50	Gas & Other Serv. Combined
1731	34	Electrical Work
	16	Others

### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Does not include Firefighters trained as Emergency Medical Technicians-I.

#### **Alternate Job Titles**

No alternate job titles were reported.

### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick Leave	100%	50%	0%	0%	0%	0%
Vacation	100%	50%	0%	0%	0%	0%
Retirement	50%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	50%	50%	0%	0%

Other: %

# **Promotional Opportunities:**

0% Don't Promote 100% Promote

Promotional opportunity may lead to a position such as EMT Paramedics.

# **Computer Software Sought:**

No computer skills were reported.

#### Wages

		Range	Median
New, No Experience	Union	\$7.31 to \$ 11.99	\$9.65
New, Experienced	Union	\$7.31 to \$ 11.99	\$9.65
3 Years with Firm	Union	\$8.52 to \$ 13.42	\$10.97

#### **Hours:**

Many of the firms surveyed reported that employees worked Part-Time, averaging 18 hours per week. Many firms reported that employees worked Full-Time, averaging 53 hours per week.

### **Shifts:**

50% of the employers had day-shift; 50% had swing-shift; 50% had graveyard-shift, and 50% had Other-shift (3 days 24 hrs. shifts in a week).

# **Employment Trends**

### **EDD Projections**

1999 Size: Small - Approximately 30 employees

1999 Growth Rate: N/A

**1999** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover:** 13% annually, based on employers responses.

		, ,			
	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	9 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	9 Months	Fire Department or Hospital environment
If Required or Preferred will Training Substitute For Experience?	100%		0%	6 Months	

Technical / Vocational	0%	0%	100%	N/A
Training Required				

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable

Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

Certified Emergency Medical Technician I. Applicants must be 18 years old of age and have an EMT-I course completion certificate. Graduates of approved EMT - I who pass a written and practical examination administered by the State certifying agency or the National registry of Emergency Medical Technicians earn the title of Registered EMT - Basic.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of first-aid treatment and life support care to sick or injured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center personnel to obtain and record victim's vital signs, monitor patient's conditions using electrocardiograph, and administer emergency treatment; possession of EMT - Paramwdic Certification; ability to assist in removal and transport of victims to treatment center.

**Important:** knowledge of maintain vehicles/medical communication equipment and replenish first aid equipment and supplies; ability to drive intensive care unit to specific location, follow instructions from emergency medical dispatcher, and communicate with treatmentature and extent of illness or injury to establish and prioritize medical procedures, assist treatme

**Other:** knowledge of life support procedures, sanitation practices to health care, and apply local/regional knowledge to transportation; ability to work as a team member.

**Training Source**: Training can be obtained through 2-year technical or community college, and adult school with vocational program. Training programs is 110 to 120 hours of classroom work plus 10 hours of internship in a hospital emergency room. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
4119	76	Local Transportation, NEC
8062	22	Hospitals

#### **Recruitment Method:** Three most successful methods:

100%	Walk-In Applicants
50%	Employee Referrals and Newspaper Ads
50%	School, Program Referrals and Word of Mouth



Emergency Medical Technicians, Paramedic trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as Paramedics.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick Leave	100%	100%	0%	0%	0%	0%
Vacation	100%	100%	0%	0%	0%	0%
Retirement	50%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	50%	50%	0%	0%

**Other:** 403 B (Tax Deferred Savings Plan).%

# **Promotional Opportunities:**

0% Promote 100% Don't Promote

# **Computer Software Sought:**

No computer skills were reported.

#### Wages

		Range	Median
New, No Experience	Union	\$18.70 to \$ 18.70	\$18.70
New, Experienced	Union	\$8.84 to \$ 18.70	\$13.77
3 Years with Firm		\$13.06 to \$ 20.62	\$16.84
	Union		

#### Hours:

Many of the firms surveyed reported that employees worked Full Time, averaging 55 hours per week. Many firms reported that employees worked Part Time, averaging 16 hours per week.

### **Shifts:**

50% of the employers had day-shift; 50% had swing-shift; 50% had graveyard-shift, and 50% had Other-shift (3 days 24 hrs. shifts in a week).

# **Employment Trends**

# **EDD Projections**

1999 Size: Small - Approximately 30 employees.

1999 Growth Rate: N/A

**1999** Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover:** 7% annually, based on employers responses.

Zarperionee und Truming of Zampioyers response						
	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training	
Prior Experience in this Occupation Required	50%	50%	0%	9 Months		
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	9 Months	EMT I or as Fireperson	
If Required or Preferred will Training Substitute For Experience?	100%		0%	7 Months		

nical / Vocational 0% 0% 100% N/A
Required Personal Per

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Moderately Difficult Inexperienced: Very Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Licensed Emergency Medical Technician - Paramedic. Applicants must be 18 years of age and have EMT - P Certification. Persons operating private ambulances services must be licensed by the California Highway Patrol; all newly licensed paramedics must be finger-printed; private ambulance drivers must be licensed by the Department of Motor Vehicles.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of first-aid treatment and life support care to sick or injured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center personnel to obtain and record victim's vital signs, monitor patient's conditions using electrocardiograph, and administer emergency treatment; ability to assist in removal and transport of victims to treatment center.

**Important:** knowledge of maintain vehicles/medical mcommunication equipment and replenish first aid equipment and supplies; ability to drive intensive care unit to specific location, follow instructions from emergency medical dispatcher, and communicate with treatmenured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and

**Other:** knowledge of life support procedures, sanitation practices to health care, and apply local/regional knowledge to transportation; ability to work as a team member.

**Training Source**: Training can be obtained through 2-year technical or community college, and adult school with vocational program. Training programs generally last between 750 and 2,000 hours. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
4119	76	Local Passenger Transportation, NEC
8062	22	Hospitals

### **Recruitment Method:** Three most successful methods:

100%	In-House Promotion or Transfer and Walk-In Applicants
50%	School, Program Referrals
50%	Word of Mouth



Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Does not include Bus and Truck Mechanics and Diesel Engine Specialists.

### **Alternate Job Titles**

Mechanic.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	60%	0%	N/A	N/A	N/A	N/A
Dental	20%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	13%	0%	N/A	N/A	N/A	N/A
Vacation	46%	0%	N/A	N/A	N/A	N/A
Retirement	6%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$4.50 to \$7.00	\$5.75
New, Experienced	Union	\$5.00 to \$12.00	\$8.75
3 Years with Firm		\$6.50 to \$16.00	\$12.00
	Union		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

13% Promote 87% Don't Promote

Promotional opportunitys may lead to position such as Lead Worker.

# **Employment Trends**

# **EDD Projections**

1996 Size: Small — Approximately 50 employees 1996 Growth Rate: 4.3% - Faster than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 5 Job Openings

#### Hours

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 42 hours per week.

**Turnover:** 0% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	93%	0%
Usually	7%	7%
Sometimes	0%	27%
Never	0%	67%

#### **Required Training or Certifications**

Employers surveyed preferred to hire trainee farm equipment mechanics who have completed a 1-or 2-year training/apprenticeship program at a vocational, technical, community, or junior college.

### **Recognized Related Work Experience**

Acceptable work experience by employers were Farm Mechanic or Mechanic. These employers tend to hire applicants with an average of 36 months of experience.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Somewhat Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe work practices, service manuals, repair diesel engines, and hydraulics; ability to use hand tools.

**Important:** knowledge of basic math; possession of mechanical aptitude; ability to operate testing equipment, operate precision measuring instruments, and use hand tools. **Other:** ability to lift at least 75 lbs. repeatedly, read/follow instructions, and write legibly.

**Training Source**: The length of training varies with the helper's aptitude and prior experience. At least 2 years of on-the-job training usually are necessary before a mechanic can efficiently do the more routine types of repair work, and additional training and experience are required for highly specialized repair and overhaul jobs.

#### Where the Jobs Are:

SIC	%	Description
5083	92	Farm and Garden Machinery
5084	8	Industrial Machinery and Equipment

#### **Recruitment Method:**

Most employers recruit unsolicited applicants and through newspaper ads. Some employers use work of mouth, employees' referrals, and Employment Development Department.

Farm workers, Farm and Ranch Animal Workers attend to live farm or ranch animals that may include cattle, sheep, swine, goats, and poultry produced for animal products such as meat, fur, skins, feathers, milk, and eggs. Duties may include feeding, watering, herding, grazing, castrating, branding, debeaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries, and administer medications, vaccinations, or insecticide as appropriate. May clean and maintain housing areas. Includes workers who tend dairy milking machines, shear wool from sheep, collect eggs in hatcheries, place shoes on ani-

### **Alternate Job Titles**

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	34%	0%	N/A	N/A	N/A	N/A
Dental	0%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	20%	0%	N/A	N/A	N/A	N/A
Vacation	67%	0%	N/A	N/A	N/A	N/A
Retirement	0%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

### Wages

		Range	Median		
New, No Experience	Union	\$5.75 to \$12.25	\$6.90		
New, Experienced	Union	\$5.75 to \$12.25	\$6.90		
3 Years with Firm	Union	\$6.50 to \$13.25	\$8.63		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

FARMWORKERS, FARM AND RANCH ANIMALS

# **Promotional Opportunities:**

80% Don't Promote 20% Promote

Promotional opportunities may lead to positions such as Foreman and Manager.

# **Employment Trends**

# **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 25 hours per week.

**Turnover:** 10% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	7%	40%
Usually	13%	47%
Sometimes	20%	13%
Never	60%	0%

### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were all related with farming, whether with horses, turkeys, or dairy animals. Employers who require previous experience seek an average of 4 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** ability to tend livestock and poultry, operate and maintain farm machinery, and maintain structures.

**Important:** knowledge of problem solving; ability to manage unexpected situations or circumstances, set work priorities, work under pressure, ability to lift at least 50 lbs., and ability to perform repetitive work.

**Other:** ability to work independently, and ability to follow safety procedures.

**Training Source**: Trainees usually develop the necessary skills on the job.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

33%	Less than High School
67%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC % Description

Not Available Data

# **Licensing / Certification:**

None.

### **Recruitment Method:**

Almost all employers recruit unsolicited applicants and through employees' referrals.



Farm workers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g., cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties includes tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Includes works involved in expediting pollination and those who cut seed tuber crops into sections for planting.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	31%	6%	N/A	N/A	N/A	N/A
Dental	19%	6%	N/A	N/A	N/A	N/A
Vision	6%	0%	N/A	N/A	N/A	N/A
Life	6%	0%	N/A	N/A	N/A	N/A
Sick Leave	13%	6%	N/A	N/A	N/A	N/A
Vacation	44%	6%	N/A	N/A	N/A	N/A
Retirement	19%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$7.75	\$5.75
New, Experienced	Union	\$5.75 to \$10.00	\$6.00
3 Years with Firm	Union	\$5.75 to \$13.00	\$7.50

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

44% Don't Promote 56% Promote

Promotional opportunities may lead to positions such as Foreman and Supervisor.

# **Employment Trends**

# **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 44 hours per week. Few firms reported that employees worked Part-Time, averaging 30 hours per week.

**Turnover:** 12% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	38%
Usually	13%	44%
Sometimes	25%	19%
Never	63%	0%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were all related with farming. Employers who require previous experience seek an average of 5 months.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** ability to plant, cultivate, harvest and store crops, pick crops during harvests season, prune trees to size and shape growth, and independently.

**Important:** ability to lift at least 30lbs., and understand oral directions.

**Other:** possession of punctuality & reliability skills; ability to work under close supervision.

**Training Source**: Trainees usually develop the necessary skills on the job.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

69%	Less than High School
31%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC % Description

Not Available Data

## **Licensing / Certification:**

None.

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants. Most recruit by employees' referrals.

First Line Supervisors and Managers/Supervisors directly supervise and coordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees. under their supervision.

#### **Alternate Job Titles**

Manager, Supervisor, Automotive Shop Supervisor, and Mechanic.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	94%	0%	N/A	N/A	N/A	N/A
Dental	70%	0%	N/A	N/A	N/A	N/A
Vision	52%	0%	N/A	N/A	N/A	N/A
Life	41%	0%	N/A	N/A	N/A	N/A
Sick Leave	58%	0%	N/A	N/A	N/A	N/A
Vacation	88%	0%	N/A	N/A	N/A	N/A
Retirement	52%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$5.25 to \$13.75	\$8.63
New, Experienced Union	\$5.25 to \$20.75	\$10.00
3 Years with Firm Union	\$5.75 to \$23.75	\$15.00

Wage being in the low range for all levels can be attributed that the wages we list are not differentiated by industry. Unionization is negligible for this occupation

## **Computer Software Sought:**

Almost all employers want their employees to be proficient in word processing and database programs. Many employers indicated the need for spreadsheet knowledge.

#### Other:

## **Promotional Opportunities:**

18% Promote 82% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

## **Employment Trends**

#### **EDD Projections**

1996 Size: Large — Approximately 90 employees 1996 Growth Rate: 2% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 25 Job Openings

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

**Turnover:** 0% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	82%	18%		
Usually	12%	0%		
Sometimes	6%	29%		
Never	0%	53%		

#### **Required Training or Certifications**

Employers surveyed preferred to hire applicants with an associate degree in auto technology and A/C certification issued by Automotive Service Excellence (ASE).

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Mechanic, Maintenance Mechanic, or Supervisor. These employers tend to hire applicants with an average of 34 months of experience. Firms with particular product knowledge and government agencies required more length of experience.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
65%	HS or Equivalent
0%	Associate Degree (2 years)
6%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of performance appraisals, technical aspects of subordinates' duties, safe equipment operating practices, business math skills, and office management; ability to maintain shop and service records.

**Important:** knowledge of problem solving; possession of oral communications skills; ability to manage unexpected situations or circumstances, set work priorities, work under pressure, motivate others.

Other:

**Training Source:** Training can obtained through public secondary schools, two-year technical and community colleges, four-year colleges and universities, proprietary business and technical schools, and apprenticeship programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
2084	8	Wines, Brandy, and Brandy Spirits
3296	8	Mineral Wool
5511	8	New and Used Car Dealers
9030	8	Local Government
5531	7	Auto and Home Supply Stores
	61	Others

#### **Recruitment Method:**

Most employers recruit applicants though newspaper ads. Many used in-house promotion or transfer.

# WORKFORCE OES 510020 DEVELOPMENT OFFICE

## **Description**

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

#### **Alternate Job Titles**

Manager Assistant, Office Manager, Supervisor, Business Manager, and Front Office Supervisor.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	95%	10%	N/A	N/A	N/A	N/A
Dental	81%	14%	N/A	N/A	N/A	N/A
Vision	48%	10%	N/A	N/A	N/A	N/A
Life	38%	0%	N/A	N/A	N/A	N/A
Sick Leave	71%	14%	N/A	N/A	N/A	N/A
Vacation	86%	14%	N/A	N/A	N/A	N/A
Retirement	57%	10%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.00 to \$11.75	\$6.75
New, Experienced	Union	\$6.00 to \$20.25	\$9.21
3 Years with Firm		\$6.75 to \$23.75	\$11.51
	Union		

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

## **Computer Software Sought:**

Even though almost all employers prefer applicants who are skilled in word processing application, many, also prefer applicants with spreadsheet and database applications knowledge.

#### Other:

## **Promotional Opportunities:**

35% Promote 65% Don't Promote

Promotional opportunities may lead to positions such as Region Manager, Bank Manager, Administrative Supervisor, Supervisor and Customer Service Manager. Advancement can be achieved by taking on more duties in the same occupation with higher pay. Also, promotions/ advancements may be dependent upon job availability which implies, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Seasonal, averaging 28 hours per week.

## **Employment Trends**

### **EDD Projections**

1997 Size: Very Large – Approximately 290 employees 1997 Growth Rate: 3.8% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 120 Job Openings

**Turnover:** 40% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	61%	4%
Usually	26%	17%
Sometimes	9%	48%
Never	4%	30%

#### **Required Training or Certifications**

Training prospects vary by industry. Employers surveyed required training or certification from Medical Assistant Certification to 2 years college. Employers surveyed required the employees to have an average of 11 months of training.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in Clerical position, Supervisor, Office Manager, Billing & Management, Payroll, and Bookkeeper. Specific industry may request particular work experience, such as in Medical field. Employers who require previous experience seek an average of 13 months.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
35%	HS or Equivalent
4%	Associate Degree (2 years)
4%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of personal computers and letter and report writing techniques; possession of oral communication skills; ability to plan and organize work of others, plan office operations, write effectively, and work under stress situation.

**Important:** knowledge of office management, AR/AP procedures, and bookkeeping procedures; ability to analyze and solve problems and set work priorities.

**Other:** knowledge of basic math, escrow & title functions, and basic techniques of organization and planning.

**Training Source**: High schools, business schools, and community college teach office skills. Business education programs and technical training needed for some specialized industry can be obtained in technical institutes and in 2-and-4 year colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
9030	14	Local Government
8211	8	Elem. & Sec. Schools
8062	6	Gen. Medical & Surg. Hosp.
	72	Others

#### **Recruitment Method:**

Most employers recruit applicants through word of mouth and Private Industry Council.

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting accounting, marketing, and personnel work.

#### **Alternate Job Titles**

Senior Clerk, Manager, Sales Supervisor, Sales Manager, Sales Dept. Manager, and Manager.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	84%	5%	N/A	N/A	N/A	N/A
Dental	52%	5%	N/A	N/A	N/A	N/A
Vision	31%	5%	N/A	N/A	N/A	N/A
Life	31%	5%	N/A	N/A	N/A	N/A
Sick Leave	52%	5%	N/A	N/A	N/A	N/A
Vacation	73%	5%	N/A	N/A	N/A	N/A
Retirement	36%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Un	\$4.25 to \$14.25	\$7.67
New, Experienced Un	\$4.25 to \$19.25	\$11.80
3 Years with Firm	\$8.00 to \$21.50	\$16.15
Un	on	

Wages in some firms is simply base pay. The supplemental salary is based on commissions in the range of 10% to 25% of the total sales. Unionization is negligible for this occupation.

## **Computer Software Sought:**

Almost all employers want their employees in this occupation to be proficient in word processing. Many employers want their employees to have computer literacy.

#### Other:

## **Promotional Opportunities:**

32% Promote 68% Don't Promote

Promotional opportunities may lead to positions such as Department Manager and District Manager.

## **EDD Projections**

**Employment Trends** 

1996 Size: Very Large — Approximately 340 employees 1996 Growth Rate: 2.7% - Slower then the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 103 Job Openings

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 42 hours per week.

**Turnover:** 7% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	68%	5%
Usually	21%	5%
Sometimes	11%	58%
Never	0%	32%

#### **Required Training or Certifications**

Employers reported a wide variety of required training from vocational schooling to a bachelor degree. Specialized firms required a degree in related field, such as agriculture.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in sales. Related work experience diversify broadly, depending upon position and industry. These employers tend to hire applicants with an average of 24 months of experience. Experience varies widely depending upon industry.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
42%	HS or Equivalent
5%	Associate Degree (2 years)
26%	Bachelor's Degree (4 years)
5%	Graduate Study

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of business math, supervisory techniques, report writing, and sales techniques; possession of verbal presentation skills, customer service, and public contact skills; ability to plan and organize the work of others, manage an activity or department, and ability to motivate others.

#### **Important:**

**Other:** ability to hirer/assign personnel, work under pressure, and write effectively.

**Training Source**: This occupation is used in a wide variety of industries involving Sales. Employers may offer continuing education to employees in this occupation through company or vendor-sponsored seminars and college courses, or sales training.

#### Where the Jobs Are:

SIC	%	Description
5411	23	Grocery Stores
5311	15	Department Stores
	62	Others

#### **Recruitment Method:**

Most employers recruit applicants though newspaper ads.



Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

#### **Alternate Job Titles**

Bakery Deli Clerk, Cafeteria Helper, Prep & Delivery Person, and Dish Washer.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	40%	10%	N/A	N/A	N/A	N/A
Dental	25%	5%	N/A	N/A	N/A	N/A
Vision	30%	5%	N/A	N/A	N/A	N/A
Life	15%	5%	N/A	N/A	N/A	N/A
Sick Leave	30%	10%	N/A	N/A	N/A	N/A
Vacation	40%	10%	N/A	N/A	N/A	N/A
Retirement	20%	5%	N/A	N/A	N/A	N/A
Child Care	5%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$7.00	\$5.75
New, Experienced	Union	\$5.75 to \$8.25	\$5.94
3 Years with Firm	Union	\$6.25 to \$10.50	\$7.38

## **Computer Software Sought:**

A few employers prefer applicants who are skilled in database.

#### Other:

## **Promotional Opportunities:**

85% Promote 15% Don't Promote

Promotional opportunities may lead to positions such as Supervisory positions, Cook, Checkers, Key Carriers, Pizza Maker, and Cashier.

## **Employment Trends**

## **EDD Projections**

1998 Size: Very Large - Approximately 340 employees 1998 Growth Rate: 3.8% - Faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 120 Job Openings

#### Hours:

Almost All of the firms surveyed reported that employees worked Part-Time, averaging 24 hours per week. Some firms reported that employees worked Full-Time, averaging 34 hours per week.

**Turnover:** 33% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	75%
Usually	15%	5%
Sometimes	10%	20%
Never	75%	0%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in food service positions. Employers who require previous experience seek an average of 10 months.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of sanitary work envireonment and food safety issues; possession of Sndwich & saslad making skills; ability to handle multiple food orders in a timely fashion and work rapidly.

**Important:** possession of high standards of personal cleanliness and oral communication skills; ability to work under pressure; lift at least 30lbs. repeatedly, and read & follow instructions.

Other:

**Training Source**: Trainees usually develop the necessary skills on the job.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

#### Where the Jobs Are:

SIC	%	Description
5411	7	Grocery Stores
8211	20	Elementary & Secondary Schools
8062	21	General Medical & Surgical Hospital
5812	35	Eating Places
	17	Others

#### **Recruitment Method:**

Almost all employers recruit by employees' referrals. Most recruit through newspaper ads and hire unsolicited applicants.



Freight, Stock, and Material Movers include workers who move materials manually. These workers work in factory production areas, shipping departments, or warehouses.

#### **Alternate Job Titles**

Receiving & Shipping, Material Handler, Warehouser, Clamp Operator, Shipping Clerk, Dock Worker, Receiver, Shipper, Production Warehouse, Night

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	<b>Paid</b>
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	91%	13%	N/A	N/A	N/A	N/A
Dental	57%	9%	N/A	N/A	N/A	N/A
Vision	48%	9%	N/A	N/A	N/A	N/A
Life	43%	4%	N/A	N/A	N/A	N/A
Sick Leave	65%	13%	N/A	N/A	N/A	N/A
Vacation	83%	13%	N/A	N/A	N/A	N/A
Retirement	56%	9%	N/A	N/A	N/A	N/A
Child Care	4%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$15.75	\$6.50
New, Experienced	Union	\$5.75 to \$15.75	\$7.00
3 Years with Firm		\$6.25 to \$18.00	\$9.00
	Union		

## **Computer Software Sought:**

A few employers prefer applicants who are skilled in word processing and database applications.

#### Other:

## **Promotional Opportunities:**

22% Don't Promote 78% Promote

Promotional opportunities may lead to positions such as Supervisor and manager.

## **Employment Trends**

## **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

#### Hours:

Many of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week. Some firms reported that employees worked Seasonal, averaging 43 hours per week.

**Turnover:** 8% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	57%
Usually	13%	17%
Sometimes	17%	22%
Never	70%	4%

#### **Required Training or Certifications**

A few employers required Fork Lift License.

#### **Recognized Related Work Experience**

Specific work experience varies by industry and work setting. Acceptable work experience by employers were either in a warehouse, Stocker, Shipper, or loading/unloading materials. Employers who require previous experience seek an average of 6 months.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safety techniques; possession of good hand-eye coordination; ability to load/unload freight.

**Important:** ability to follow oral instructions, stock shelves, and work independently. **Other:** knowledge of basic math; possession of computer familiarity; ability to perform routine, repetitive work, work well with others, and stand continuously for 2 or more hours.

**Training Source**: Trainees usually develop the necessary skills on the job.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

4%	Less than High School
96%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC % Description

## **Licensing / Certification:**

None.

#### **Recruitment Method:**

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include Managers of smaller establishments who typically engage in the same activities as the workers they supervise and report them in the appropriate category in the other divisions.

#### **Alternate Job Titles**

President, Executive Director, Police Chief, and Network Supervisor.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	81%	0%	17%	0%	0%	0%
Dental	75%	0%	17%	0%	0%	0%
Vision	75%	0%	10%	0%	0%	0%
Life	78%	0%	16%	0%	4%	0%
Sick Leave	97%	0%	0%	0%	0%	0%
Vacation	97%	0%	0%	0%	0%	0%
Retirement	71%	0%	6%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	7%	0%	19%	0%	0%	0%

Other: 401 K Plan, Holidays, and Profit Sharing.%

### **Promotional Opportunities:**

97% Don't Promote 3% Promote

Promotional opportunity may lead to a position such as President.

## **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing applications. Almost all prefer applicants who are skilled in spreadsheet applications and Windows. Most employers prefer applicants who are skilled in database software.

#### Wages

		Range	Median
New, No Experience	Union	\$10.36 to \$16.78	\$15.34
New, Experienced	Union	\$9.59 to \$23.95	\$15.34
3 Years with Firm	Union	\$11.99 to \$ 28.38	\$19.18

#### **Hours:**

All of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week.

#### **Shifts:**

97% of the employers had day-shift; 26% had swing-shift; 3% had graveyard-shift, and 6% had Other-shift (Weekends and On-Call).

## **Employment Trends**

#### **EDD Projections**

**1999** Size: Very Large - Approximately 760 employees **1999** Growth Rate: 2.7% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 240 Job openings

**Turnover:** 10% annually, based on employers responses.

Employers tweether 1 mining of Employers tweetherse					
	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	61%	0%	39%	53 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	11%		89%	35 Months	Administrative Manage- ment and Hospitality Man- agement
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

Technical / Vocational	13%	0%	87%	33 Months	Extrusion Exposure, Hotel
Training Required					Management, Business
					Management, and Post
					Basic Certificate.
				I	1

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult

Inexperienced: Very Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
58%	HS or Equivalent
10%	Associate Degree (2 years)
32%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of financial management principles &theories, cost analysis theory, and direct activities of organization to plan procedures, and staff members responsibilities, and coordinate functions among departments and sites; ability to analyze/interpret data/budgets, review financial statements and sales and activity reported to ensure that organizations' objectives are achieved, negotiate or approve contracts with suppliers and distributors, and preside over or serve on board of directors, management committees, or other governing boards.

**Important:** ability to direct and coordinate organizations' financial and budget activities to fund operations, maximize investments, and increase efficiency; delegate responsibilities to subordinates, and evaluate performance of company in areas of cost reduction nd coordinate functions

**Other:** knowledge of marketing strategy and accounting & business law; ability to establish internal control procedures.

**Training Source**: The educational backgroung of managers and top executives varies widely as the nature of their responsibilities. Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
5411	4	Grocery Stores
9030	4	Local Government
1742	4	Plastering, Drywall, and Insulation
	88	Others

## **Recruitment Method:** Three most successful methods:

90%	In-House Promotion or Transfer	
70%	Newspaper Ads	
30%	EDD, Walk-In Applicants, and Colleges/Universities	



General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

#### **Alternate Job Titles**

Office Assistant, Secretary, Receptionist Clerk, Order Desk, Front Office, Human Resource Specialist, and Front Office.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	71%	4%	N/A	N/A	N/A	N/A
Dental	54%	4%	N/A	N/A	N/A	N/A
Vision	38%	4%	N/A	N/A	N/A	N/A
Life	21%	4%	N/A	N/A	N/A	N/A
Sick Leave	54%	4%	N/A	N/A	N/A	N/A
Vacation	83%	4%	N/A	N/A	N/A	N/A
Retirement	63%	4%	N/A	N/A	N/A	N/A
Child Care	4%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$11.50	\$7.00
New, Experienced	Union	\$5.75 to \$11.75	\$7.80
3 Years with Firm		\$6.50 to \$14.00	\$9.75
	Union		

## **Computer Software Sought:**

Almost all employers prefer applicants who are skilled in word processing, spreadsheet, and database applications. Familiarity with computer software and applicants is becoming increasingly important.

#### Other:

## **Promotional Opportunities:**

42% Promote 58% Don't Promote

Promotional opportunities may lead to positions such as Administrative and supervisory positions. Opportunities broaden for this occupation due to the industry diversity. Also, promotions and advancements may be enhanced if workers continue to improve their skills.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Temporary/On Call, averaging 40 hours per week.

## **Employment Trends**

## **EDD Projections**

1998 Size: Very Large - Approximately 680 employees 1998 Growth Rate: 1.3% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 170 Job Openings

**Turnover:** 16% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	25%	29%
Usually	21%	21%
Sometimes	38%	42%
Never	17%	8%

#### **Required Training or Certifications**

Rather than performing a single specialized task, the duties of a general office clerk change with the needs of their employer. Duties also vary by level of experience. The average of training required was 12 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either in a medical/dental environment or Receptionist and Customer Service. Employers who require previous experience seek an average of 9 months.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School		
79%	HS or Equivalent		
0%	Associate Degree (2 years)		
0%	Bachelor's Degree (4 years)		
0%	Graduate Study		

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of administrative and clerical procedures and filing &record management systems; possession of up-to-date skills in the use of word processing systems; ability to use of photocopiers, fax machines and other electronic equipments.

Important:

Other:

**Training Source**: General clerical skills can be learned in high school, adult education, Regional Occupation Programs (ROP), community colleges or business schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8331	5	Job Training & Related Services
8062	6	General Medical & Surgical Hospital
8211	11	Elementary & Secondary Schools
9030	15	Local Government
	63	Others

#### **Recruitment Method:**

Most employers recruit unsolicited applicants.



Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic and from buildings and guards.

This occupation was not subjected to the same sampling requirements as a full survey. It is being treated as a special survey because the number of employing organizations was found to be too small. However, this occupation was selected because the data is considered valuable for the local community. Nevertheless, it must be pointed out that the information presented is based on exploratory research and should be considered as an indicator rather than fact.

The information provided below was gathered from employers as well as others agencies familiar with the occupation and its trends. These organizations provide security services on contract, assigning their guards to building and other sites as needed. Job growth is expected to be concentrated among contract security guard agencies because engaging the services of a security guard firm is easier and less costly than assuming direct responsibility for hiring, training, and managing a security guard force. The remainder were in-house guards, employed I in large numbers by industries such as banks and schools. However, once the data was collected and analyzed, it appeared that there was enough information and consistency to prepare this report using data gathered.

#### **Education**

The responses varied from agency to agency, though the preference was among guards who are high school graduates. 12 out of 16 employers surveyed reported that the educational level of recent hires during the last 12 months had completed high school or equivalent. 4 out of 16 employers surveyed reported that recent hires had less than a high school diploma.

## **Licensing / Certification:**

The state requires registration of guards. If firearms are required for the job, a weapons permit is also required. Armed uniformed guards must be registered by the Bureau of Collection & Investigative Services in Sacramento. To receive a Guard Registration Card, the applicant must pass a 2 hour written exam on the exercise of the power to arrest. If the Guard will be carrying an exposed gun, a Firearm Permit must also be obtained. This permit requires approximately 14 hours of written and range examination on the carrying and use of firearms. Those with felony convictions can apply if they occurred more than seven years ago.

#### **Experience and Training:**

This information implies that the majority of survey responses required at least 1 year related work experience, mostly on Guard/Watch Guard, Police Patrol Officer, and even as a Parking Enforcement Officer. Most responses indicated that training is considered as a substitute for experience, although that classroom vocational training is not a requirement. This occupation attracts some persons seeking a second job because of limited formal training requirements and flexible hours. For some entrants, retired from military careers or other protective services, guard employment is a second career.

The amount of training that guards receive varies. Training requirements generally are increasing as modern, highly sophisticated security systems become more commonplace. Employers give newly hired guards instruction before they start the job and also provide several weeks of on-the-job training. Guards receive training in protection, public relations, report writing, crisis deterrence, first aid, drug control, and specialized training relevant to their particular assignment .

#### **Promotional Opportunities:**

Although guards in small companies receive periodic salary increases, advancement is likely to be limited. Higher level guard experience may enable persons to transfer to police jobs that offer higher pay and greater opportunities for advancement. Guards with some college education may advance to jobs that involve administrative duties or the prevention of espionage and sabotage.

### **Employer Supply and Demand Assessment:**

Although there are opportunities for the inexperienced, this information implies an over supply of qualified job seekers. Therefore, inexperienced job seekers will still have some difficulty finding employment. Experienced job seekers have less competition for employment.

#### **Wage and Benefits:**

Compared to contract security guards, in-house guards receive higher earnings and benefits, greater job security, and more advancement potential, and are usually given more training and responsibility.

		Range	Median
New, No Experience	Contract	\$4.50 to \$ 7.50	\$5.80
	In-House Guards	\$7.00 to \$ 8.25	\$8.00
New, Experienced	Contract	\$5.00 to \$8.00	\$6.88
	In-House Guards	\$7.00 to \$11.00	\$9.75
3 Years with Firm	Contract	\$6.00 to \$11.50	\$7.40
	In-House Guards	\$8.50 to \$12.25	\$11.50

#### **EMPLOYMENT TRENDS:**

## **EDD Projections:**

In the case of this occupation the size and growth forecasts may overestimate the actual number of individuals within this occupation and thus the number of employment.

**1996** Size: Large — Approximately 140 employees **1996** Growth Rate: 2.7% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection: (1995-2002) 43 Job Openings

#### **Skills Qualifications Based on Employers Responses:**

Employers reporting skills information reported that ability to follow security protection procedures, being bondable, ability to write effectively, have a security guard registration, as well as good vision, good physical condition, possess clean police record, ability to administer emergency first aid, and oral communication skills are essential. Knowledge of safety patrolling work, ability to use a baton and tear gas, regular use of own reliable car, and bilingual skills are also important. Other qualifications may include willingness to work with close supervision, licenses to carry firearms, willingness to work on different shifts, and public contact skills.

#### Hours:

Surveys indicate that most firms have more than one shift for employees. Some employers have three shifts, and guards rotate to divide daytime, weekend, and holiday work equally. Also, there was information that indicates shortages for graveyard/night shift positions. Full time employees average 40-50 hours a week. However, there are also part time opportunities averaging 16-32 hours a week. Temporary or seasonal is another trend for this occupation, averaging 25 hours a week.

#### **Recruitment Method:**

Within the responses, newspapers advertisements was primarily the most frequently used method.

#### Where the Jobs Are:

SIC	%	Description
8211	25	Elementary and Secondary School
2033	12	Canned Fruits and Vegetables
5813	9	Drinking Places
7381	7	Detective & Armored Car Services
	47	Others

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

#### **Alternate Job Titles**

Production Worker and Fast Food Workers.

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	38%	0%	N/A	N/A	N/A	N/A
Dental	16%	0%	N/A	N/A	N/A	N/A
Vision	7%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	11%	0%	N/A	N/A	N/A	N/A
Vacation	33%	0%	N/A	N/A	N/A	N/A
Retirement	11%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

7745cs					
	Range	Median			
New, No Experience Union	\$4.25 to \$8.00	\$4.75			
New, Experienced Union	\$4.25 to \$8.00	\$5.00			
3 Years with Firm Union	\$4.25 to \$11.00	\$5.63			

Unionization is negligible for this occupation.

## **Computer Software Sought:**

No computer skills were reported.

#### Other:

HAND PACKERS AND PACKAGERS

## **Promotional Opportunities:**

39% Don't Promote 61% Promote

Promotional opportunities may lead to positions such as Crew Leader, Line Person, Supervisor, Assistant Manager and Cashier.

## **Employment Trends**

## **EDD Projections**

1996 Size: Very Large – Approximately 290 employees 1996 Growth Rate: 2.1% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 95 Job Openings

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Seasonal, averaging 43 hours per week. Few firms reported that employees worked Full-Time, averaging 38 hours per week.

**Turnover:** 3% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	6%	61%
Usually	6%	17%
Sometimes	28%	11%
Never	61%	11%

#### **Required Training or Certifications**

This occupation is primarily entry level and on-the-job training is one of the elements for this employment.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Packer or Sorter. This occupations' requirements is limited on formal education and experience due to primarily entry level and on-the-job training is one of the elements for this employment. These employers who required related work experience, tend to hire applicants with an average of 8 months of experience.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

44%	Less than High School			
56%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of basic math; possession of good color perception and good eyehand coordination; ability to use hands, arms and fingers, and lift 50lbs. repeatedly. **Important:** knowledge of packing and wrapping procedures/materials, shipping and labeling procedures, safety procedures; ability to work with close supervision and learn from on-the-job training.

**Other:** ability to perform accurate work, interact well with others, and write legibly.

**Training Source**: There is no formal or vocational training for this occupation.

#### Where the Jobs Are:

SIC	%	Description
3221	36	Glass Containers
2084	24	Wines, Brandy, and Brandy Spirits
5411	21	Grocery Stores
2041	9	Flour and Other Grain Mill Products
	10	Others

#### **Recruitment Method:**

The most frequently used method in recruiting new employees by almost all employers include hired unsolicited applicants Most employers used employees' referrals. Some employers used newspaper ads, Private Industry Council, and EDD.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. The duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

#### **Alternate Job Titles**

Mechanic Repairer and Sheet Metal Technician.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	14%	0%	N/A	N/A	N/A	N/A
Dental	14%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	0%	0%	N/A	N/A	N/A	N/A
Vacation	14%	0%	N/A	N/A	N/A	N/A
Retirement	0%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Jnion	\$5.00 to \$7.50	\$7.50
New, Experienced	J <b>nion</b>	\$7.00 to \$8.50	\$8.25
3 Years with Firm	Jnion	\$10.00 to \$15.50	\$12.00

## **Computer Software Sought:**

No computer skills were reported.

#### Other:

## **Promotional Opportunities:**

0% Promote 100% Don't Promote

## **Employment Trends**

## **EDD Projections**

1996 Size: Small — Approximately 40 employees 1996 Growth Rate: 5.4% - Faster than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 16 Job Openings

#### **Hours:**

Many of the firms surveyed reported that employees worked Part-Time, averaging 21 hours per week. Many firms reported that employees worked Full-Time, averaging 40 hours per week.

**Turnover:** 0% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	86%	57%
Usually	14%	0%
Sometimes	0%	43%
Never	0%	0%

#### **Required Training or Certifications**

Employers required Air Conditioning/Refrigeration Certificate.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Air Conditioning or Heating, or Repairer. These employers tend to hire applicants with an average of 26 months of experience.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School			
100%	% HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of problem solving; possession of good DMV driving record, valid driver's license, soldering skills, and pipefitting skills.

**Important:** knowledge of mathematical computations; possession of oral communication skills; ability to read/follow instructions.

Other:

**Training Source:** Many secondary and post-secondary technical and trade schools, junior and community colleges, and the Armed Forces offer 1- to 2-year programs. Apprenticeship programs are frequently run by joint committees representing local chapters of the Air-Conditioning Contractors of America, the Mechanical Contractors Association of America, the National Association of Plumbing, Heating and Cooling Contractors, and locals of the Sheet Metal Workers' International Association or the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States. These programs generally last 4 or 5 years and combine on-

#### Where the Jobs Are:

SIC	%	Description
1761	38	Roofing, Siding, And Sheet Metal
1711	35	Plumbing, Heating, Air-conditioning
2084	13	Wines, Brandy, And Brandy Spirits
7623	13	Refrigeration Service and Repair
	11	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads. Some used private school referrals, Private Industry Council, and Employment Development.

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers.

#### **Alternate Job Titles**

Develop Disable Nursing Assistant, and Caregiver.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	33%	0%	N/A	N/A	N/A	N/A
Dental	33%	0%	N/A	N/A	N/A	N/A
Vision	17%	0%	N/A	N/A	N/A	N/A
Life	33%	0%	N/A	N/A	N/A	N/A
Sick Leave	66%	0%	N/A	N/A	N/A	N/A
Vacation	83%	0%	N/A	N/A	N/A	N/A
Retirement	17%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median		
New, No Experience Unio	\$5.75 to \$6.25	\$6.00		
New, Experienced Unio	\$5.75 to \$7.50	\$7.25		
3 Years with Firm Unio	\$7.00 to \$10.00	\$9.00		

## **Computer Software Sought:**

No computer skills were reported.

#### Other:

## **Promotional Opportunities:**

17% Promote 83% Don't Promote

Promotional opportunities is very limited in this occupation. However, advancement to supervisory, administrative, clinical specialty, and other positions in nursing is limited to those who obtain further education, training and experience.

#### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 23 hours per week.

## **Employment Trends**

#### **EDD Projections**

1998 Size: Medium- Approximately 60 employees

1998 Growth Rate: 10.7% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job Openings

**Turnover:** 27% annually, based on employers responses.

	Experience Required	Training Substitute For Experience	
Always	0%	67%	
Usually	0%	33%	
Sometimes	33%	0%	
Never	67%	0%	

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either caregiver or Housekeeper. Employers who require previous experience seek an average of 4 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School			
100%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

## **Licensing / Certification:**

Home Health Aide Certificate.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of transferring techniques; possession of oral communication skills; ability to care for elderly persons, prepare meals, write legibly, read/follow instructions. **Important:** knowledge of basic math; possession of public skills; ability to take vital signs, handle a crisis situations, deal effectively with difficult individuals, and make decisions . **Other:** knowledge of CPR; possess a reliable vehicle; ability to exercise patience and work independently.

**Training Source:** Attainment of this certificate is accomplished by completing 120 hours of specialized training. This training is available from community colleges and adult schools. Generally, completion of high school is not necessary in order to obtain work as Home Health Aide. Other requirements on the job include possession of a valid California driver's license and satisfactory report of a pre-employment physical. The certification is voluntary. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8322	8	Individual & Family Services
8059	17	Nursing & Personal Care, Nec
8361	17	Residential Care
8062	59	General Medical & Surgical Hospitals

#### **Recruitment Method:**

Almost all employers recruit through newspaper ads. Most recruit by employees' referrals.



Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	0%	0%	25%	0%	0%	0%
Dental	0%	0%	17%	0%	0%	0%
Vision	0%	0%	8%	0%	0%	0%
Life	0%	0%	17%	0%	0%	0%
Sick Leave	17%	0%	0%	0%	0%	0%
Vacation	25%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	17%	0%	0%	0%	0%	0%

Other: 401K Plan.%

### **Promotional Opportunities:**

13% Promote 87% Don't Promote

Promotional opportunity may lead to a position such as Supervisor.

## **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing applications, Windows system, and Network Reservation System.

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$6.50	\$5.75
New, Experienced	Union	\$5.75 to \$6.50	\$5.75
3 Years with Firm	Union	\$6.00 to \$8.00	\$6.50

#### **Hours:**

Most of the firms surveyed reported that employees worked Full Time, averaging 39 hours per week. Few firms reported that employees worked Seasonal, averaging 40 hours per week.

#### **Shifts:**

87% of the employers had day-shift; 80% had swing-shift; 27% had graveyard-shift, and 7% had Other-shift (Morning and afternoon).

## **Employment Trends**

### **EDD Projections**

1999 Size: Medium - Approximately 70 employees

**1999** Growth Rate: 0% - Remain stable **1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover:** 9% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	7%	13%	80%	13 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	8 Months	Front Desk Clerk, Public Relations Clerk, and Cus- tomer Service
If Required or Preferred will Training Substitute For Experience?	33%		67%	12 Months	

100%

N/A

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of intermediate business math and cash register knowledge; possession of customer service skills; ability to schedule/coordinate hotel, resort, cruise or expedition reservations, provide customer service, receive payments & make changes, and follow/give instructions.

**Important:** knowledge of safety procedures; ability to prioritize tasks and resolve conflicts.

**Other:** knowledge of record keeping and possession of oral & written communication skills.

**Training Source**: Trainees usually develop the necessary skills on the job.

## **Supply and Demand:**

Technical / Vocational

Training Required

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult

Inexperienced: Not Difficult

0%

**Education:** Minimum level of education required by employers when hiring an applicant:

0%

20%	Less than High School			
80%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

#### Where the Jobs Are:

SIC % Description
7011 100 Hotels and Motels

## **Licensing / Certification:**

None.

#### **Recruitment Method:** Three most successful methods:

100%	Walk-In Applicants
87%	Newspaper Ads
60%	Employee Referrals



Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals.

#### **Alternate Job Titles**

Lead Supervisor and Lead Housekeeper.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	0%	50%	33%	50%	0%	0%
Dental	0%	0%	13%	50%	0%	0%
Vision	0%	0%	0%	50%	0%	0%
Life	7%	0%	7%	50%	7%	0%
Sick Leave	27%	50%	0%	0%	0%	0%
Vacation	47%	50%	0%	0%	0%	0%
Retirement	7%	0%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	7%	50%	0%	0%	0%	0%

Other: 401 K Plan.%

### **Promotional Opportunities:**

83% Don't Promote 17% Promote

Promotional opportunities may lead to positions such as Manager and into Clerical

field.

## **Computer Software Sought:**

All employers prefer applicants who skilled in word processing applications and Network Reservation System (in hostelry industry).

#### Wages

		Range	Median
New, No Experience	Union	\$6.00 to \$7.50	\$6.38
New, Experienced	Union	\$6.00 to \$8.50	\$6.50
3 Years with Firm	Union	\$6.50 to \$9.00	\$7.83

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 39 hours per week. Few firms reported that employees worked Part-Time, averaging 30 hours per week.

### **Shifts:**

100% of the employers had day-shift; 6% had swing-shift; 0% had graveyard-shift, and 6% had Other-shift (24 hrs. availability).

## **Employment Trends**

### **EDD Projections**

1999 Size: Small - Approximately 30 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover:** 0% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	44%	22%	33%	12 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	75%		25%	9 Months	Supervisor and House- keeper
If Required or Preferred will Training Substitute For Experience?	33%		67%	8 Months	

Technical / Vocational	0%	0%	100%	N/A
Training Required				

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
83%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of manage personnel, inventory control procedures and health/sanitation standards; ability to keep records & maintain files, maintain janitorial cleaning equipment, investigate customer complaints, purchase cleaning supplies and train staff. **Important:** knowledge of interpersonal communication techniques; possession of customer service skills; ability to sort and classify laundry articles.

**Other:** ability to speak second language fluently, follow/give instructions, prepare reports, provide customer service, and screen janitorial/housekeeping applicants.

**Training Source**: Training can be obtained through private business, technical school, and adult school with vocational program. On-job-training is another element for this occupation. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
7011	39	Hotels and Motels
8062	32	General Medical & Surgical Hospital
8051	7	Skilled Nursing Care Facilities
8331	7	Job Training and Related Services

#### **Recruitment Method:** Three most successful methods:

78%	Walk-In Applicants
72%	Newspaper Ads
44%	In-House Promotion or Transfer/Employee Referral



Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

#### **Alternate Job Titles**

Social Services Workers and Qualified Mental & Retardation Professional.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	91%	0%	N/A	N/A	N/A	N/A
Dental	45%	0%	N/A	N/A	N/A	N/A
Vision	45%	0%	N/A	N/A	N/A	N/A
Life	27%	0%	N/A	N/A	N/A	N/A
Sick Leave	45%	0%	N/A	N/A	N/A	N/A
Vacation	73%	0%	N/A	N/A	N/A	N/A
Retirement	45%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

***************************************				
	Range	Median		
New, No Experience Union	\$5.00 to \$8.00	\$6.50		
New, Experienced Union	\$5.00 to \$10.00	\$7.50		
3 Years with Firm Union	\$6.50 to \$12.00	\$10.00		

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

## **Computer Software Sought:**

Many employers prefer applicants who are skilled in word processing applications.

#### Other:

## **Promotional Opportunities:**

73% Promote 27% Don't Promote

Promotional opportunities may lead to positions such as Social Service Assistant, Coordinator, Caseworker, Lead person, House Manager, and Supervisor.

## **Employment Trends**

## **EDD Projections**

1997 Size: Medium — Approximately 70 employees 1997 Growth Rate: 5.2% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job Openings

### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 15 hours per week.

**Turnover:** 8% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	27%
Usually	27%	18%
Sometimes	27%	45%
Never	45%	9%

#### **Required Training or Certifications**

Among the training required were First Aid, CPR, and Certified Assistant Nurse. The average length of training required was 20 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Business Manager, Certified Assistant Nurse, and in Clerical position. Employers who require previous experience seek an average of 12 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
37%	HS or Equivalent
9%	Associate Degree (2 years)
9%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of rules/regulations, counseling techniques, geriatrics, community services, variety of cultures, protective services for children and adults, substance abuse, domestic violence services, social issues such as AIDS and gang activity, problem solving techniques, and interviewing techniques; possession of listening skills.

**Important:** possession of Spanish language fluency and oral communication skills; ability to write effectively, handle crisis situation, work independently, and work as a part of a team.

**Other:** knowledge of computers, menu planning; possession of attention to detail.

**Training Source**: Certificate and associate degree programs are offered at community and junior colleges, vocational-technical institutes, and other postsecondary institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## Where the Jobs Are:

SIC	%	Description
9030	37	Local Government
8322	25	Individual & Family Service
8093	12	Specialty Outpatient Clinics
	26	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

#### **Alternate Job Titles**

Foreman, Supervisor, and Load Dispatcher.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	44%	0%	44%	0%	0%	0%
Dental	34%	0%	39%	0%	6%	0%
Vision	28%	0%	28%	0%	0%	0%
Life	28%	0%	22%	0%	0%	0%
Sick Leave	78%	0%	6%	0%	0%	0%
Vacation	83%	0%	6%	0%	0%	0%
Retirement	28%	0%	17%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	6%	0%	39%	0%	0%	0%

Other: 401 K Plan and Profit Sharing.%

## **Promotional Opportunities:**

68% Don't Promote 32% Promote

Promotional opportunities may lead to positions such as Manager, VP Manufacturing, and Supervisor.

## **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing and spreadsheet applications. Most employers prefer applicants who are skilled in database applications.

#### Wages

TT Bes			
		Range	Median
New, No Experience	Union	\$9.00 to \$9.00	\$9.00
New, Experienced	Union	\$7.25 to \$14.38	\$10.55
3 Years with Firm	Union	\$8.25 to \$19.18	\$14.00

Unionization is negligible in this occupation.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Seasonal, averaging 40 hours per week.

### **Shifts:**

100% of the employers had day-shift; 16% had swing-shift; 5% had graveyard-shift, and 0% had Other-shift.

## **Employment Trends**

## **EDD Projections**

1999 Size: Medium - Approximately 80 employees **1999** Growth Rate: 10.7% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job openings

**Turnover:** 7% annually, based on employers responses.

Emperience und Training of Employers response					
	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	95%	5%	0%	31 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	16%		84%	14 Months	Welder, Machine Me- chanic, and Supervisor
If Required or Preferred will Training Substitute For Experience?	5%		95%	12 Months	

Technical / Vocational Training Required	11%	0%	89%	42 Months	Extrusion Exposure and Managerial
U 1					

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Very Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

58%	Less than High School
37%	HS or Equivalent
5%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of cost analysis theory, manufacturing process theory, insurance systems, financial management principles & theories, and budgeting principles; ability to maintain a safe environment, analyze data/budgets, prepare and maintain production reports and personnel records, and meet deadlines.

**Important:** knowledge of production materials & processes, inventory & supplies, and manufacturing methods & techniques; ability to analyze production, quality control, maintenance, and other operational report to detect production problems.

**Other:** knowledge of cultural diversity; ability to use computer, interpret medical evaluations of employees in hazardous job, and negotiate labor contracts.

**Training Source**: Because of the diversity of manufacturing operations and job requirements, there is no standard preparation for this occupation. Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
2084	20	Wines, Brandy, and Brandy Spirits
3221	14	Glass Containers
3585	12	Refrigeration and Heating Equipment
3949	9	Sporting and Athletic Goods, NEC
2421	8	Sawmills and Planing Mills, General
	37	Others

## **Recruitment Method:** Three most successful methods:

86%	Walking-In Applicants		
64%	Inhouse Promotion or Transfer		
57%	Newspaper Ads		



Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

#### **Alternate Job Titles**

Forklift Driver, Shipping Clerk, Forklift Driver, and Forklift Operator.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	88%	0%	N/A	N/A	N/A	N/A
Dental	50%	0%	N/A	N/A	N/A	N/A
Vision	25%	0%	N/A	N/A	N/A	N/A
Life	38%	0%	N/A	N/A	N/A	N/A
Sick Leave	67%	0%	N/A	N/A	N/A	N/A
Vacation	79%	0%	N/A	N/A	N/A	N/A
Retirement	46%	0%	N/A	N/A	N/A	N/A
Child Care	4%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Unio	\$5.75 to \$13.00	\$8.00
New, Experienced Unio	\$5.75 to \$14.50	\$8.75
3 Years with Firm Unio	\$6.25 to \$16.00	\$11.00

## **Computer Software Sought:**

A few employers prefer applicants who are skilled in word processing, spreadsheet, and database applications.

#### Other:

## **Promotional Opportunities:**

75% Promote 25% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Manager.

## **Employment Trends**

#### **EDD Projections**

1998 Size: Very Large - Approximately 210 employees 1998 Growth Rate: 4.0% - Faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 80 Job Openings

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 44 hours per week.

**Turnover:** 23% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	17%	54%
Usually	33%	8%
Sometimes	17%	33%
Never	33%	4%

#### **Required Training or Certifications**

The only requirement was Class A driver's license.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either as a Fork Lift Driver, Truck Driver, or Shipping and Receiving Clerk. Employers who require previous experience seek an average of 6 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe equipment operating practices, record keeping, and inventory techniques; possession of good memory; ability to weigh and/or measure stock materials, and lift at least 50lbs.

**Important:** possession of a good spatial aptitude; ability to work independently, write legibly, and interact well with others.

**Other:** possession of computer familiarity; ability to work outdoor in all weather conditions, handle stress, and read/follow instructions.

**Training Source**: Apprenticeship programs for construction equipment operator consist of at least 3 years, 6,000 hours of on-the-job training and 144 hours a year of related classroom instructions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3585	11	Refrigeration & Heating Equip.
3221	13	Glass Containers
3296	16	Mineral Wool
2084	31	Wines, Brandy and Brandy Spirits
	29	Others

#### **Recruitment Method:**

Most employers recruit unsolicited applicants and through employees' referrals.



Instructional Aides work under the direct supervision of classroom teachers to assist the teacher instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with instruction of mentally or physically handicapped pupils.

#### **Alternate Job Titles**

Instructional Assistants, Job Coaches, Instructional Aide I/Inst Aide II, and Teacher's Aide.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	56%	25%	N/A	N/A	N/A	N/A
Dental	44%	19%	N/A	N/A	N/A	N/A
Vision	38%	19%	N/A	N/A	N/A	N/A
Life	13%	0%	N/A	N/A	N/A	N/A
Sick Leave	69%	44%	N/A	N/A	N/A	N/A
Vacation	69%	44%	N/A	N/A	N/A	N/A
Retirement	31%	6%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median		
New, No Experience	\$5.75 to \$8.50	\$6.62		
Union	\$7.00 to \$8.50	\$8.14		
New, Experienced	\$5.75 to \$9.25	\$7.06		
Union	\$8.00 to \$8.25	\$8.17		
3 Years with Firm	\$6.25 to \$9.50	\$8.03		
Union	\$9.00 to \$9.25	\$9.09		

## **Computer Software Sought:**

A few employers prefer applicants who are skilled in word processing. Familiarity with computer software and applications is becoming increasingly important.

#### Other:

## **Promotional Opportunities:**

38% Promote 62% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, and with further education a Teacher position. Opportunities depend upon job opening availability, which implies in certain firms, employees can test for positions

#### Hours:

Most of the firms surveyed reported that employees worked Part-Time, averaging 20 hours per week. Some firms reported that employees worked Full-Time, averaging 29 hours per week.

and be placed on a waiting certification list for interviewing.

## **Employment Trends**

## **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

**Turnover:** 11% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	0%	69%		
Usually	6%	13%		
Sometimes	50%	13%		
Never	44%	6%		

#### **Required Training or Certifications**

Increasingly, employers prefer aides who have some college credits in Early Child Development.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in any job opportunity working with children. Employers who require work experience seek an average of 5 months.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of early childhood development, classroom management, record keeping, and teaching techniques; possession of bilingual language fluency (specially Spanish) and oral reading skills; ability to operate audiovisual equipment.

**Important:** knowledge of variety of cultures; possession of oral communication skills; ability to handle crisis situations, exercise patience, and read/follow instructions.

**Other:** knowledge of basic math and computers and electronic media; possession of clearance of criminal record check; ability to write legibly.

**Training Source**: Trainees usually develop the necessary skills on the job.

#### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School		
87%	HS or Equivalent		
0%	Associate Degree (2 years)		
0%	Bachelor's Degree (4 years)		
0%	Graduate Study		

#### Where the Jobs Are:

SIC % Description

Not Available Data

## **Licensing / Certification:**

None.

#### **Recruitment Method:**

Almost all employers recruit through newspaper ads. Most hire unsolicited applicants.

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motordriven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

#### **Alternate Job Titles**

Maintenance, Custodian, Handyperson, and Public Attendant.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	33%	22%	27%	0%	0%	11%
Dental	20%	11%	20%	0%	7%	0%
Vision	20%	11%	7%	0%	0%	0%
Life	13%	11%	7%	0%	7%	0%
Sick Leave	53%	22%	0%	0%	0%	0%
Vacation	67%	22%	0%	0%	0%	0%
Retirement	13%	11%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	13%	11%	0%	0%	0%	0%

**Other:** 401 K Plan and Free Meals.%

## **Promotional Opportunities:**

36% Promote 64% Don't Promote

Promotional opportunities may lead to positions such as Lead Person or Head Person.

## **Computer Software Sought:**

All employers prefer applicants who are skilled in Work Orders and Supplies software.

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$8.83	\$6.00
New, Experienced	Union	\$5.75 to \$8.83	\$6.25
3 Years with Firm	Union	\$6.25 to \$10.50	\$7.50

Unionizations is negligible for this occupation.

#### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Many firms reported that employees worked Part-Time, averaging 23 hours per week.

#### **Shifts:**

82% of the employers had day-shift; 36% had swing-shift; 14% had graveyard-shift, and 9% had Other-shift (Part days and part swings and evenings after clinic closure).

## **Employment Trends**

#### **EDD Projections**

1999 Size: Very Large - Approximately 360 employees **1999** Growth Rate: 1.3% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 80 Job openings

**Turnover:** 5% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	14%	14%	73%	10 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	11 Months	Maintenance Worker and Housekeeper
If Required or Preferred will Training Substitute For Experience?	33%		67%	6 Months	

Technical / Vocational	0%	0%	100%	N/A
Training Required				

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge maintaining janitorial cleaning equipment, manage inventories & supplies, and purchase housekeeping & cleaning supplies; ability to operate cleaning equipment, remove stains from different materials, and use of cleaning materials for routine building maintenance.

**Important:** knowledge of cleaning agents and health/sanitation standards; ability to follow/give instructions and keep records & maintain files.

**Other:** knowledge of basic carpentry techniques; possession of valid driver's license; ability to combination weld, preparation of reports, customer service techniques, and interpersonal communication techniques.

**Training Source**: Training can be obtained through private business and technical school, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Not Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

45%	Less than High School
55%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

## Where the Jobs Are:

SIC	%	Description
8211	40	Elementary and Secondary Schools
7349	12	<b>Building Maintenance Services</b>
2034	9	Dehydrated Fruits, Vegetables, Soup
	39	Others

# **Recruitment Method:** Three most successful methods:

86%	Walk-In Applicants
86%	Newspaper Ads
45%	Word of Mouth, Window Ad, and PIC



Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

## **Alternate Job Titles**

General Labor, Custodian, Maintenance Worker I/II, Custodian I/Groundskeeper, Grounds man, Gardener, and Maintenance.

#### **Benefits**

Denemo						
	Employer	Paid	Share	Costs	Employee	<b>Paid</b>
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	55%	18%	N/A	N/A	N/A	N/A
Dental	32%	9%	N/A	N/A	N/A	N/A
Vision	23%	5%	N/A	N/A	N/A	N/A
Life	9%	0%	N/A	N/A	N/A	N/A
Sick Leave	36%	14%	N/A	N/A	N/A	N/A
Vacation	59%	14%	N/A	N/A	N/A	N/A
Retirement	18%	5%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

## Wages

		Range	Median
New, No Experience	nion	\$5.75 to \$13.75	\$6.13
New, Experienced	nion	\$5.75 to \$15.25	\$7.25
3 Years with Firm	nion	\$6.25 to \$16.00	\$9.15

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

41% Promote 59% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Manager, Supervisor, Maintenance Worker, and Custodian.

# **Employment Trends**

## **EDD Projections**

1998 Size: Very Large - Approximately 360 employees 1998 Growth Rate: 0.6% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job Openings

## **Hours:**

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 26 hours per week.

**Turnover:** 22% annually, based on employers responses.

	Experience Required	Training Substitute For Experience	
Always	5%	55%	
Usually	14%	18%	
Sometimes 36%		27%	
Never	45%	0%	

## **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either as a groundskeeper, Maintenance, or Gardener. Employers who require previous experience seek an average of 12 months.

# **Desired Qualifications Based On Employers Responses:**

Essential: knowledge of gardening tools, pesticides and herbicides, plumbing repair, and sprinkler repair and installation; possession of lawn & gardening skills and pruning skills. **Important:** possession of public contact skills and willingness to work with close supervision; ability to use hand & power tools or equipments, and lift at least 75lbs. repeatedly. **Other:** possession of a reliable vehicle; ability tom work independently.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

9%	Less than High School
91%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# SIC

<b>DIC</b>	70	Description
8331	5	Job Training & Related Services
7011	8	Hotels & Motels
782	37	Lawn & Garden Services
5193	63	Flowers & Florists, Supplies

Description

# **Licensing / Certification:**

None.

#### **Recruitment Method:**

Where the Jobs Are:

Most all employers recruit through newspaper ads, employees' referrals, and hire unsolicited applicants.

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

#### **Alternate Job Titles**

Charge Nurse, Inpatient Nurse Liaison.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	91%	18%	N/A	N/A	N/A	N/A
Dental	82%	9%	N/A	N/A	N/A	N/A
Vision	82%	0%	N/A	N/A	N/A	N/A
Life	45%	0%	N/A	N/A	N/A	N/A
Sick Leave	82%	27%	N/A	N/A	N/A	N/A
Vacation	91%	9%	N/A	N/A	N/A	N/A
Retirement	82%	27%	N/A	N/A	N/A	N/A
Child Care	9%	9%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

## Wages

	Range	Median
New, No Experience Union	\$5.50 to \$13.25	\$11.05
New, Experienced Union	\$7.00 to \$15.75	\$12.50
3 Years with Firm	\$10.00 to \$20.10	\$13.00
Union		

# **Computer Software Sought:**

Some employers prefer applicants who are skilled in word processing applications.

#### Other:

# **Promotional Opportunities:**

55% Promote 45% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Director of Staff Development, Registered Nurse, Assessment Rehabilitation Counselor, and Clinic Director. However, advancement to supervisory, administrative, clinical specialty, and other positions in nursing is limited to those who obtain further education, training and experience.

#### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 19 hours per week.

# **Employment Trends**

# **EDD Projections**

1997 Size: Large - Approximately 110 employees

1997 Growth Rate: 15.3% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 90 Job Openings

**Turnover:** 29% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	9%	27%		
Usually	27%	36%		
Sometimes	55%	36%		
Never	9%	0%		

#### **Required Training or Certifications**

Employers surveyed required State Certification and License. The average length of training required was 15 months.

## **Recognized Related Work Experience**

Acceptable work experience by employers were Certified Nurse Assistant, Supervisor, Mental Health Expert, or Geriatric caretaker. Employers who require previous experience seek an average of 11 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
18%	HS or Equivalent
45%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

LVN's license is administered by the Board of Vocational Nurses and Psychiatric Technician Examiners. To qualify for a license an applicant must be at least 17 years old, have graduated from a state-approved school of vocational nursing, 36 months of paid experience, and pass the licensing examination.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of laboratory procedures, asepsis, and health/sanitation standards; possession State Certification and IV Certification; ability to administer medications, take vital signs, detect complications in patients, administer injections, and provide personal services to patients.

**Important:** knowledge of transferring techniques in moving patients, inhalation therapy, medical terminology, CPR techniques and record keeping; possession of blood drawing and public contact skills; ability to handle crisis situation.

**Other:** knowledge of problem solving, computer, and basic math calculations; possession of bilingual language fluency; ability to work independently.

**Training Source**: Trade, technical, vocational schools, community and junior colleges provide nursing program. Most nursing programs last about 1 year and include classroom study and supervised clinical practice. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description	
8062	53	General Medical & Hosp.	
8059	28	Nursing & Personal Care	
8011	10	Offices & Clinics of Med. Dr	
	9	Others	

## **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



Local Area Network managers direct a firm's computer network and its related computing environment, including computer hardware, systems software and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team consisting of an analyst and technicians; however, some managers of smaller companies may work independently. They monitor data communications networks to ensure that networks are available to all system users and they resolve data communications problems. They may train staff to use equipment and they coordinate installation or install communications. Managers

#### **Alternate Job Titles**

Director Data Processing, Manager Client Services, Network Administrator, Information System Analyst, and Manager Information System.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	94%	7%	N/A	N/A	N/A	N/A
Dental	69%	7%	N/A	N/A	N/A	N/A
Vision	88%	0%	N/A	N/A	N/A	N/A
Life	69%	0%	N/A	N/A	N/A	N/A
Sick Leave	57%	7%	N/A	N/A	N/A	N/A
Vacation	88%	0%	N/A	N/A	N/A	N/A
Retirement	94%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Other:

# **Promotional Opportunities:**

93% Don't Promote 7% Promote

Promotional opportunities can be achieved upon Bachelor's Degree in computer science, information systems or related major, or Bachelor's Degree in any field plus 1-3 years experience working with network, microcomputers and related operating systems.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 20 hours per week.

#### Wages

		Range	Median
New, No Experience	Union	\$10.50 to \$15.25	\$15.34
New, Experienced	Union	\$12.00 to \$44.00	\$17.77
3 Years with Firm	Union	\$14.50 to \$49.75	\$22.54

# **Computer Software Sought:**

All employers prefe conyinuous study is necessary to keep skills up to date. ants who are skilled in word processing applications. In addition, almost all employers prefer applicants with spreadsheet and database applications knowledge. Among others computers skills was DOS, Novell Systems, Windows, and Network Systems.

# **Employment Trends**

## **EDD Projections**

1997 Size: N/A

1997 Growth Rate: Due do the fact that LAN is an emerging occupation, no available data for growth was provided. However, during the past several years, there has been a trend in businesses to downsize from centralized mainframe systems to distributed networks which integ

1997 Madera County Growth: 4.2% 7 Years Projection (1995-2002): N/A

**Turnover:** 33% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	87%	0%		
Usually	13%	6%		
Sometimes	0%	31%		
Never	0%	63%		

#### **Required Training or Certifications**

Among the training required were Novell Certificate, CNE, MSCE, Network Certification, and Information System Degree. The average length of training required was 26 months. Larger companies require more length of experience due to the growth of software in use, and the increasing complexity of some programming tasks. For those firms, in the absence of a degree, substantial specialized experience may be needed.

### **Recognized Related Work Experience**

Acceptable work experience by em ployers were in Computer Systems, Network Administrator, Programmer, Computer Technician, CNE, or in computer management position. Employers who require previous experience seek an average of 23 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
19%	HS or Equivalent
19%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

Certification is available through different vendor programs. The length of each program varies according with the classes available.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of various network operating systems, communication protocols, network trends, troubleshooting techniques, problem solving techniques, Internet, Ethernet, ATM, and LAN/WAN systems; ability to install and configure a fileserver, install and configure off-the-shelf software, and design multiserver networks.

**Important:** knowledge of cost analysis; ability to handle multiple priorities, communicate technical information to non-technical staff, evaluate customer's needs, work under pressure, and meet deadlines.

**Other:** possession of supervisory skills; ability work independently, write effectively, operate video cameras, and conduct training programs.

**Training Source**: Continuous training through vendors or at local college, professional seminars, and workshops. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC % Description

No Available Data.

## **Recruitment Method:**

All employers recruit applicants through newspaper ads.



Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics such as crane, grader, or conveyor mechanics.

#### **Alternate Job Titles**

Mechanic.

## **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	33%	0%	47%	0%	0%	0%
Dental	13%	0%	33%	0%	0%	0%
Vision	13%	0%	7%	0%	0%	0%
Life	27%	0%	33%	0%	0%	0%
Sick Leave	47%	0%	7%	0%	0%	0%
Vacation	73%	0%	7%	0%	0%	0%
Retirement	33%	0%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	7%	0%	40%	0%	0%	0%

 $\textbf{Other:} \ \ 401 \ K \ Plan, \ Profit \ Sharing, \ and \ Holidays.\%$ 

# **Promotional Opportunities:**

60% Promote 40% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Journeyman, and to a higher level of Mechanic.

# **Computer Software Sought:**

No computer skills were reported.

## Wages

···ages						
	Range	Median				
New, No Experience Unio	n					
New, Experienced Unio	\$7.00 to \$14.00	\$10.00				
3 Years with Firm Unio	\$9.00 to \$17.00	\$13.00				

Unionization is negligible for this occupation.

#### Hours:

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

## **Shifts:**

100% of the employers had day-shift; 27% had swing-shift; 13% had graveyard-shift, and 0% had Other-shift.

# **Employment Trends**

## **EDD Projections**

**1999** Size: Large - Approximately 160 employees **1999** Growth Rate: 5.5% - Much faster than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 80 Job openings

**Turnover:** 1% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	28 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	13%		87%	24 Months	Electrical, Refrigeration, and Equipment Mainte- nance
If Required or Preferred will Training Substitute For Experience?	20%		80%	17 Months	

Technical / Vocational Training Required	7%	7%	87%	18 Months	Electrical and Mechanical Maintenance.
-					

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Not Applicable

**Education:** Minimum level of education required by employers when hiring an applicant:

80%	Less than High School
20%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of used parts and determine changes in dimensional requirements using measuring instruments and good hearing skills to locate causes of trouble; ability to adjust functional parts of devices and control instruments, repair electrical equipment, and lubricate and clean parts.

**Important:** knowledge of materials for production & manufacturing; ability to adjust functional parts of devices and control instruments, repair electrical equipment, and lubricate and clean parts.

**Other:** knowledge of purchase orders for parts & machines and work in a timely manner; ability of report writing skills.

**Training Source**: Training can be obtained through 2-year technical or community college, and secondary school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## Where the Jobs Are:

SIC	%	Description
2084	39	Wines, Brandy, and Brandy Spirits
8062	14	General Medical & Surgical Hospital
3221	14	Glass Containers
3589	12	Service Industry Machinery, NEC
	21	Others

## **Recruitment Method:** Three most successful methods:

93%	Walk-In Applicants
67%	Newspaper Ads
53%	Employee Referrals



Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

#### **Alternate Job Titles**

Machine Operator.

## **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	41%	0%	41%	0%	0%	0%
Dental	18%	0%	18%	0%	0%	0%
Vision	6%	0%	12%	0%	0%	0%
Life	18%	0%	18%	0%	0%	0%
Sick Leave	53%	0%	0%	0%	0%	0%
Vacation	82%	0%	0%	0%	0%	0%
Retirement	29%	0%	6%	0%	0%	0%
Child Care	6%	0%	0%	0%	0%	0%
Other	12%	0%	24%	0%	0%	0%

Other: 401 K Plan.%

# **Promotional Opportunities:**

47% Don't Promote 53% Promote

Promotional opportunities may lead to positions such as Machine Operator, Foreman, Welder, Journeyman, and Supervisor.

# **Computer Software Sought:**

No computer skills were reported.

## Wages

···uges						
	Range	Median				
New, No Experience Unio	\$6.00 to \$8.91	\$7.25				
New, Experienced Union	\$6.25 to \$11.25	\$8.25				
3 Years with Firm Unio	\$7.25 to \$13.60	\$11.00				

Unionization is negligible for this occupation.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Seasonal, averaging 40 hours per week.

## **Shifts:**

100% of the employers had day-shift; 26% had swing-shift; 16% had graveyardshift, and 0% had Other-shift.

# **Employment Trends**

## **EDD Projections**

**1999** Size: Large - Approximately 160 employees **1999** Growth Rate: 14.3% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 60 Job openings

**Turnover:** 9% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	58%	21%	21%	28 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	12 Months	Welder, Fabricator, and Machine Operator
If Required or Preferred will Training Substitute For Experience?	27%		73%	7 Months	

Technical / Vocational	0%	5%	95%	12 Months	Vocational School.
Training Required					

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

74%	Less than High School			
26%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

Essential: knowledge characteristics of metals,, safe work environment, setup specialized machines for metal manufacturing, inspect components during manufacturing, and coordinate production materials & processes; ability to apply technical information to manufacturing & industrial activities, assemble metal components, use hand/power tools, read technical drawings & specifications, read blueprints, operate lathes, and combination weld. Important: knowledge of estimate materials for production & manufacturing; ability to apply metal shaping processes, drawing tool, and hand tap metal, wood or other material. Other: knowledge of layout machining projects; ability to mix and apply protective coatings to products, move and lift heavy objects, and operate buff/polishing machine.

**Training Source**: Training can be obtained through 2-years technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3556	40	Food Products Machinery
3589	22	Service Industry Machinery, NEC
3599	13	Industrial Machinery, NEC
3585	8	Refrigeration and Heating Equipment
	17	Others

# **Recruitment Method:** Three most successful methods:

95%	Walk-In Applicants		
79%	Newspaper Ads		
53%	Employee Referrals, Word of Mouth, and PIC		



Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

## **Alternate Job Titles**

Janitor, Housekeepers, and Environmental Services.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	47%	24%	N/A	N/A	N/A	N/A
Dental	24%	12%	N/A	N/A	N/A	N/A
Vision	12%	12%	N/A	N/A	N/A	N/A
Life	18%	12%	N/A	N/A	N/A	N/A
Sick Leave	29%	29%	N/A	N/A	N/A	N/A
Vacation	53%	29%	N/A	N/A	N/A	N/A
Retirement	24%	6%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

## Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$7.25	\$5.75
New, Experienced	Union	\$5.75 to \$7.75	\$6.30
3 Years with Firm	Union	\$6.25 to \$9.00	\$7.50

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

59% Don't Promote 41% Promote

Promotional opportunities may lead to positions such as Manager, Head Housekeeper, and Front Desk Attendant.

# **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 230 employees 1998 Growth Rate: 9.8% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 130 Job Openings

## Hours:

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Many firms reported that employees worked Part-Time, averaging 26 hours per week.

**Turnover:** 32% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	65%
Usually	6%	12%
Sometimes	6%	24%
Never	88%	0%

## **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers was a Housekeeper. Employers who require previous experience seek an average of 5 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of cleaning compounds and solutions; ability to operate commercial laundry machines, operate vacuum cleaners, and lift at least 50lbs. repeatedly. **Important:** possession of willingness to work with close supervision; ability to read/follow instructions.

**Other:** ability to write legibly and work independently.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

6%	Less than High School
94%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## Where the Jobs Are:

SIC	%	Description
8059	7	Nursing & Personal Care, Nec
7011	31	Hotels & Motels
8062	50	General Medical & Surgical Hospital
	19	Others

# **Licensing / Certification:**

None.

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants.

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

### **Alternate Job Titles**

Public Relations, Sales Manager, Marketing Manager, and Community Relations Manager.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	91%	0%	N/A	N/A	N/A	N/A
Dental	75%	0%	N/A	N/A	N/A	N/A
Vision	33%	0%	N/A	N/A	N/A	N/A
Life	16%	0%	N/A	N/A	N/A	N/A
Sick Leave	66%	0%	N/A	N/A	N/A	N/A
Vacation	83%	0%	N/A	N/A	N/A	N/A
Retirement	41%	8%	N/A	N/A	N/A	N/A
Child Care	0%	8%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

Wages .			
		Range	Median
New, No Experience	Union	\$4.25 to \$11.50	\$7.54
New, Experienced	Union	\$5.50 to \$24.00	\$11.97
3 Years with Firm	Union	\$11.25 to \$28.75	\$14.75

Wage data in this occupation is difficult to attain attributed to the fact that the wages listed here are not differentiated by industry. Consequently, there is a discrepancy in the highest and lowest wages reported for this occupation. Due to telemarket

# **Computer Software Sought:**

Almost all employers want their employees in this occupation to be proficient in word processing. Most employers want their employees to have database programs knowledge.

#### Other:

# **Promotional Opportunities:**

25% Promote 75% Don't Promote

Promotional opportunity may lead to position such as Manager.

# **Employment Trends**

## **EDD Projections**

1996 Size: Medium – Approximately 60 employees

1996 Growth Rate: 3.5% - Proportionally with the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 21 Job Openings

#### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 20 hours per week.

**Turnover:** 0% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	67%	0%
Usually	17%	17%
Sometimes	17%	50%
Never	0%	33%

#### **Required Training or Certifications**

Most employers surveyed required bachelor's degree.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Sales Manager, Public Relations, Accountant Representative, Administrator Assistant, Manager Customer Service, or Personnel Manager. These employers tend to hire applicants with an average range of 12 to 66 months of experience. Experience vary widely depending upon industry. Firms with particular product knowledge required more length of experience.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

8%	Less than High School
8%	HS or Equivalent
8%	Associate Degree (2 years)
58%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of marketing techniques; possession of verbal presentation skills, sales skills, supervisory skills, and telephone skills.

**Important:** possession of imagination & creativity; ability to maintain good business relations, manage unexpected situations, meet deadlines, and work under pressure.

**Other:** possession of leadership skills, public contact skills, and good oral communication skills; ability to write legibly.

**Training Source**: Training can be obtained through public secondary schools, two-year technical and community colleges, and four-year colleges and universities. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
5311	18	Department Stores
2099	8	Food Preparations
4813	8	Telephone Communications
5511	8	New And Used Car Dealers
7372	6	Prepackaged Software
5812	6	Eating Places
	46	Others

#### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.



# WORKFÖRCE OES 329020 DEVELOPMENT OFFICE

# **Description**

Medical and Clinical Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity.

## **Alternate Job Titles**

Laboratory Technician.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	67%	N/A	N/A	N/A	N/A
Dental	100%	67%	N/A	N/A	N/A	N/A
Vision	67%	33%	N/A	N/A	N/A	N/A
Life	33%	33%	N/A	N/A	N/A	N/A
Sick Leave	100%	67%	N/A	N/A	N/A	N/A
Vacation	100%	67%	N/A	N/A	N/A	N/A
Retirement	67%	67%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$15.00 to \$16.75	\$15.27
New, Experienced	Union	\$16.50 to \$19.00	\$17.00
3 Years with Firm	Union	\$18.00 to \$20.00	\$18.50

# **Computer Software Sought:**

Most employers prefer applicants who are skilled in database applications and specific software such as Antrin.

#### Other:

# **Promotional Opportunities:**

0% Promote 100% Don't Promote

# **Employment Trends**

# **EDD Projections**

1997 Size: Small – Approximately 40 employees 1997 Growth Rate: 1.8% - Slower than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job Openings

## **Hours:**

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 20 hours per week.

**Turnover:** 8% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	20%	20%
Usually	60%	0%
Sometimes	0%	40%
Never	20%	40%

#### **Required Training or Certifications**

Employers surveyed required either State license or a Graduate Study Degree plus licensure. Employers surveyed required the employees to have an average of 12 months of training.

## **Recognized Related Work Experience**

Acceptable work experience by employers were Medical Lab Technician. Employers who require previous experience seek an average of 7 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
60%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

Licensing is administered by the Department of Health Services. Various ways to qualify for the examination are: ?B.S. degree in Medical Technology - includes one year of approved training in a clinical laboratory; ?B.A. degree with a major in Clinical Laboratory studies or a closely related field that includes required coursework, plus one-year approved training in a clinical laboratory; ?90 semester units-or equivalent quarter units that include clinical laboratory or closely related courses and completion of two-years of approved clinical training.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of laboratory procedures, laboratory safety procedures, chemistry, sterilization techniques, and medical terminology; ability to operate precision laboratory equipment.

**Important:** knowledge of record keeping and advanced math; possession of blood-drawing skills; ability to concentrate for prolonged periods of time.

Other: possession of oral communication skills; ability to write legibly and follow instructions

**Training Source**: Formal training is offered in community and technical schools, and in the Armed Forces. Community and Junior College programs last 2 years and lead to an associate degree. Others are shorter and lead to a certificate in medical laboratory technology. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8062	75	General Medical & Surgical Hospitals
8093	16	Specialty Outpatient Clinics, NEC
8093	9	Offices. & Clinics of Medical Doctor

## **Recruitment Method:**

Almost all employers recruit applicants through newspaper ads.



Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

#### **Alternate Job Titles**

Nurse, Back Office, and Medical Receptionist.

#### **Benefits**

	Employer Paid		Share	Share Costs		Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	60%	7%	N/A	N/A	N/A	N/A
Dental	33%	7%	N/A	N/A	N/A	N/A
Vision	33%	0%	N/A	N/A	N/A	N/A
Life	27%	0%	N/A	N/A	N/A	N/A
Sick Leave	87%	7%	N/A	N/A	N/A	N/A
Vacation	87%	7%	N/A	N/A	N/A	N/A
Retirement	40%	7%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$5.75 to \$8.50	\$6.65
New, Experienced Union	\$6.50 to \$8.50	\$7.27
3 Years with Firm Union	\$7.50 to \$11.00	\$9.00

# **Computer Software Sought:**

Some employers prefer applicants who are familiar with Medical Manager Program.

#### Other:

# **Promotional Opportunities:**

27% Promote 73% Don't Promote

With further training promotional opportunities may lead to positions such as LVN, Certified Medical Assistant, and Head Medical Assistant.

# **Employment Trends**

# **EDD Projections**

1998 Size: Medium - Approximately 80 employees 1998 Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job Openings

# **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 23 hours per week.

**Turnover:** 22% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	40%	13%
Usually	40%	40%
Sometimes	20%	47%
Never	0%	0%

#### **Required Training or Certifications**

Among the certification required were Medical Assistant Certificate and Nurse Assistant Certificate. The average of training required was 9 months.

## **Recognized Related Work Experience**

Acceptable work experience by employers were either in the medical field or Receptionist, Billing Collector, and CNA. Employers who require previous experience seek an average of 6 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: A Little Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

7%	Less than High School
40%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None, however, medical assistant training is regulated by the state. Work site must have documentation of their completion of training required by law and regulations, and the supervising physician must be on the premises. Experience requirement is ten hors of training and ten performances each of the three various injections (intradermal, subcutaneous and intramuscular), blood withdrawal and skin testing.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of medical terminology; possession of blood drawing skills, sterilization techniques, and inventory techniques; possession of oral communication skills; ability to administer injections and take vital signs.

**Important:** possession of willingness to work with close supervision; ability to handle crisis situation, write legibly, and read/follow instructions.

**Other:** knowledge of basic math; possession of Medical Assistant Certificate; ability to work under pressure.

**Training Source:** Training can be obtained through vocational-technical high schools, postsecondary vocational schools, community and junior colleges and universities. Postsecondary programs usually last either 1 year, resulting in a certificate or diploma, or 2 years, resulting in an Associate Degree. These programs are accredited by the Committee on Allied Health Education Accreditation (CAHEA) and the Accrediting Bureau for Health Education Schools (ABHES). Medical Assistants who meet the American Association of Medical Assistants (AAMA) qualifications may receive certification after passing a written examination. Refer to the Training Directory in this report for a list of ser-

#### Where the Jobs Are:

SIC	%	Description
8093	8	Specialty Outpatient Clinics, Nec
8049	14	Offices Of Health Practitioners, Ne
8062	24	General Medical & Surgical Hospital
8011	51	Offices & Clinics Of Medical Doctor
	3	Others

## **Recruitment Method:**

Most all employers recruit through newspaper ads.



Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

#### **Alternate Job Titles**

No alternate job titles were reported.

## **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	45%	0%	45%	67%	0%	0%
Dental	9%	0%	36%	67%	9%	0%
Vision	18%	33%	0%	33%	0%	0%
Life	27%	33%	9%	33%	0%	0%
Sick Leave	100%	33%	0%	0%	0%	0%
Vacation	100%	33%	0%	0%	0%	0%
Retirement	36%	33%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

Other: %

# **Promotional Opportunities:**

33% Promote 67% Don't Promote

Promotional opportunities may lead to positions such as Billing Clerk, Receptionist, and Medical Secretary.

# **Computer Software Sought:**

Most employers prefer applicants who are skilled in word processing applications. Many employers prefer applicants who are skilled in database applications and Medical Manager software.

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$13.50	\$7.00
New, Experienced	Union	\$6.48 to \$ 8.50	\$7.25
3 Years with Firm		\$7.50 to \$10.79	\$9.13
	Union		

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 21 hours per week.

## **Shifts:**

92% of the employers had day-shift; 8% had swing-shift; 0% had graveyard-shift, and 8% had Other-shift (9 am to 7 pm).

# **Employment Trends**

## **EDD Projections**

**1999** Size: Small - Approximately 50 employees **1999** Growth Rate: 14.3 - Much faster than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover:** 2% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	58%	25%	17%	13 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	13 Months	in Medical field or Receptionist
If Required or Preferred will Training Substitute For Experience?	70%		30%	6 Months	

Technical / Vocational	25%	0%	75%	7 Months	Medical Terminology and
Training Required					Medical Records Training.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of alpha & numeric systems and medical insurance systems; ability to use coding and abstract data in automated medical records system, compile/maintain medial records, record medical histories, maintain/manage records, post medical insurance billings, and perform secretarial duties in health care setting.

**Important:** knowledge of understand government medical billing regulations and grammar, punctuation & spelling; ability to use of office equipment in support of medical practice/services.

**Other:** ability to process/prepare business forms, use computer, and operate business machines.

**Training Source**: Training can be obtained through 2-years technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
75%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
8%	Graduate Study

## Where the Jobs Are:

SIC	%	Description
8062	85	General Medical & Surgical Hospital
8049	10	Offices of Health Practitioners, NEC

# **Licensing / Certification:**

None.

## **Recruitment Method:** Three most successful methods:

92%	Walk-in Applicants	
67%	Employee Referrals	
67%	Newspaper Ad	



Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence using a typewriter, as well as preparing and sending bills to patients, or recording appointments.

#### **Alternate Job Titles**

Medical Receptionist.

## **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	44%	0%	38%	0%	0%	0%
Dental	25%	0%	31%	0%	0%	0%
Vision	13%	0%	6%	0%	0%	0%
Life	19%	0%	19%	0%	0%	0%
Sick Leave	94%	0%	0%	0%	0%	0%
Vacation	94%	6%	0%	0%	0%	0%
Retirement	31%	0%	6%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	25%	0%	0%	0%	0%	0%

**Other:** 401 K Plan and Profit Sharing.%

# **Promotional Opportunities:**

75% Don't Promote 25% Promote

Promotional opportunity may lead to a position such as Medical Assistant.

# **Computer Software Sought:**

Almost all employers prefer applicants who are skilled in Medical Manager software and PTOS Program.

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$ 8.06	\$7.00
New, Experienced	Union	\$5.75 to \$8.25	\$6.75
3 Years with Firm		\$7.00 to \$10.00	\$8.13
	Union		

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 20 hours per week.

## **Shifts:**

94% of the employers had day-shift;  $\,0\%$  had swing-shift;  $\,0\%$  had graveyard-shift, and 6% had Other-shift (9 am to 7 pm).

# **Employment Trends**

## **EDD Projections**

**1999** Size: Medium - Approximately 50 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover:** 10% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	69%	19%	13%	11 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	93%		7%	10 Months	Receptionist or in a Medical environment
If Required or Preferred will Training Substitute For Experience?	64%		36%	8 Months	

ı	Technical / Vocational Training Required	0%	6%	94%	6 Months	Medical Secretary.
ı	o .					

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Moderately Difficult Inexperienced: Not Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
88%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** ability to schedule appointments, manage medical records, make appointments, compile/maintain medical records, prepare business correspondence, use coding and abstract data in automated medical records system, and transcribe information as part of administrative support.

**Important:** knowledge of inventory, medical supplies & instruments, and maintain libraries; ability to compose business correspondence and operate business machines.

**Other:** knowledge of correct grammar, punctuation & spelling and interpersonal communication techniques; ability to use computer.

**Training Source**: Training can be obtained in various ways, from high school vocational education programs, to 1-to 2-year programs offered by business schools, vocational-technical institutes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## Where the Jobs Are:

SIC	%	Description
8062	47	General Medical & Surgical Hospital
8011	37	Offices and Clinics of Medical Doctor
8021	7	Offices and Clinics of Dentists

## **Recruitment Method:** Three most successful methods:

88%	Walk-In Applicants
75%	Newspaper Ads and Word of Mouth
75%	Word of Mouth

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

#### **Alternate Job Titles**

Nursing Supervisor.

## **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	25%	0%	75%	0%	0%	0%
Dental	25%	0%	75%	0%	0%	0%
Vision	50%	0%	0%	0%	0%	0%
Life	50%	0%	0%	0%	0%	0%
Sick Leave	75%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

Other: %

# **Promotional Opportunities:**

25% Promote 75% Don't Promote

Promotional opportunity may lead to a position such as Coordinator.

# **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing applications. Most employers prefer applicants who are skilled in spreadsheet applications.

## Wages

wages			
		Range	Median
New, No Experience	Union		\$
New, Experienced	Union	\$9.00 to \$21.15	\$13.88
3 Years with Firm	Union	\$11.00 to \$ 25.89	\$17.99

Unionization is negligible for this occupation.

#### Hours:

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

## **Shifts:**

100% of the employers had day-shift; 25% had swing-shift; 0% had graveyard-shift, and 0% had Other-shift.

# **Employment Trends**

# **EDD Projections**

**1999** Size: Medium - Approximately 60 employees **1999** Growth Rate: 14.3% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover:** 0% annually, based on employers responses.

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	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training	
Prior Experience in this Occupation Required	100%	0%	0%	14 Months		
If Required or Preferred, Is Experience in other Occupations Accepted?	25%		75%	60 Months	RN Clinical Level III	
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A		

Technical / Vocational Training Required	75%	25%	0%	21 Months	RN License and Medical Management.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Not Applicable

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
25%	HS or Equivalent
50%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
25%	Graduate Study

# **Licensing / Certification:**

None.

## **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of accounting principles, emergency management concepts, institutional care procedures, medical insurance e systems, nursing & pharmacological terminology; government health care facility regulations, and facility management techniques; possession of interpersonal communication procedures and organizational procedures; ability to keep records & maintain files.

**Important:** knowledge of business management concepts, advanced business math, and safe waste disposal procedures; possession of computer literacy.

**Other:** knowledge of correct grammar, punctuation & spelling; ability to resent oral reports on health & medical issues.

**Training Source**: Training can be obtained through 2-year technical or community college; 4-year college or university, and secondary school with vocational programs. There are also some certificate or diploma programs, generally lasting less than 1 year, in health administration and in medical office management. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

## Where the Jobs Are:

SIC	%	Description
8062	67	General Medical & Surgical Hospital
8093	9	Specialty Outpatient Clinics, NEC
9030	8	Local Government

## **Recruitment Method:** Three most successful methods:

75%	Newspaper Ads
50%	School, Program Referrals
50%	Walk-In Applicants



# WORKFORCE OES 917140 DEVELOPMENT OFFICE

# **Description**

Metal Fabricators of Structural Metal Products fabricate and assemble structural metal products, such as frameworks or shells for machinery, ovens, tanks, stacks, and metal parts for buildings and bridges according to job orders or blueprints.

## **Alternate Job Titles**

Welder.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	67%	0%	N/A	N/A	N/A	N/A
Dental	22%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	11%	0%	N/A	N/A	N/A	N/A
Vacation	89%	0%	N/A	N/A	N/A	N/A
Retirement	11%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$6.00 to \$7.00	\$7.00
New, Experienced	Union	\$7.00 to \$16.50	\$8.50
3 Years with Firm	Union	\$8.50 to \$18.50	\$10.50

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

78% Don't Promote 22% Promote

Promotional opportunities may lead to positions such as Supervisor and Foreman.

# **Employment Trends**

# **EDD Projections**

1998 Size: Medium - Approximately 50 employees 1998 Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

## **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Temporary/On Call, averaging 40 hours per week.

**Turnover:** 16% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	33%	11%
Usually	56%	22%
Sometimes	0%	44%
Never	11%	22%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Welder, Metal Worker, or training on-thejob. Employers who require previous experience seek an average of 7 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

11%	Less than High School
89%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** possession of eye-hand coordination, mechanical and spatial aptitudes, and manual dexterity; ability to use cutting & welding machinery, stand for prolonged periods of time, perform strenuous, demanding work, and use power hand tools.

**Important:** knowledge of safe equipment operating practices; possession of oral communication skills; ability to work independently, climb to high places, read working drawings, and read/follow instructions.

**Other:** knowledge of properties of metals; ability to work in awkward positions, lift at least 50lbs., work from ladders/scaffolds, and read blueprints.

**Training Source**: Apprenticeship programs sponsored by the Joint Apprenticeship Training Committee. Applicants must be at least 18 years old. Programs combine supervises and on-the-job training. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3441	7	Fabricated Structural Metal
1791	18	Structural Steel Erection
3446	21	Architectural Metal Work
3443	54	Fabricated Plate Work (Boiler Shops)

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants. Most recruit through newspaper ads and by employees' referrals.



Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

#### **Alternate Job Titles**

CAN, Patient Care Technician, Developmental Disability Attendant, and Caregivers.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	67%	33%	N/A	N/A	N/A	N/A
Dental	53%	27%	N/A	N/A	N/A	N/A
Vision	33%	20%	N/A	N/A	N/A	N/A
Life	53%	20%	N/A	N/A	N/A	N/A
Sick Leave	73%	33%	N/A	N/A	N/A	N/A
Vacation	87%	33%	N/A	N/A	N/A	N/A
Retirement	53%	20%	N/A	N/A	N/A	N/A
Child Care	7%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

· · · · · · · · · · · · · · · · · · ·		
	Range	Median
New, No Experience	\$5.75 to \$8.00	\$6.50
New, Experienced U	\$6.00 to \$8.75	\$7.00
3 Years with Firm U	\$7.50 to \$10.25	\$8.50

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

53% Promote 47% Don't Promote

Promotional opportunities may lead to positions such as Certified Nursing Assistant and Nurse Lead. Advancement is usually based on further education.

#### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 24 hours per week.

# **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 350 employees 1998 Growth Rate: 12% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 190 Job Openings

**Turnover:** 21% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	60%
Usually	33%	20%
Sometimes	7%	20%
Never	60%	0%

#### **Required Training or Certifications**

A few employers required certificate Nurse Assistant.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in a nursing environment. Employers who require previous experience seek an average of 9 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

13%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## **Licensing / Certification:**

Certified Nurse Assistant. Applicants must have 100 hours of supervised clinical training and 50 hours of classroom training. After applicants successfully complete a Stateapproved Certified Nurse Assistant Program, the school arranges to take the Federal test.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of asepsis, medical terminology, emergency procedures, transferring techniques, and record techniques; ability to read/follow instructions and take vital signs.

**Important:** possession of oral communication skills; ability to provide personal services to clients, work independently, interact well with others, and handle crisis situation. **Other:** knowledge of basic math and variety of cultures; possession of Nurse Aide Certification and Spanish language fluency.

**Training Source**: Formal Training usually lasts from 1-to-9 weeks under close supervision of a general duty nurse or licensed practical nurse. Training can be obtained through high schools, vocational-technical centers, some nursing homes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8051	15	Skilled Nursing Care Facilities
8059	25	Nursing & Personal Care, Nec
8062	53	General Medical & Surgical Hospital
	7	Others

## **Recruitment Method:**

Most all employers recruit through newspaper ads.

Nursery Workers in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering.

#### **Alternate Job Titles**

Landscapers, Laborers, and Warehousemen.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	67%	0%	N/A	N/A	N/A	N/A
Dental	33%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	33%	0%	N/A	N/A	N/A	N/A
Vacation	67%	0%	N/A	N/A	N/A	N/A
Retirement	33%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$4.75 to \$5.75	\$5.00
New, Experienced Union	\$4.75 to \$7.00	\$6.00
3 Years with Firm Union	\$5.50 to \$17.00	\$7.75

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

**NURSERY WORKERS** 

# **Promotional Opportunities:**

71% Don't Promote 29% Promote

Promotional opportunities may lead to positions such as Store Sales, Foreman, Counter Clerk, and Supervisor.

# **Employment Trends**

# **EDD Projections**

1997 Size: Large - Approximately 120 employees

1997 Growth Rate: 3.8% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 47 Job Openings

## **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 47 hours per week. Some firms reported that employees worked Seasonal, averaging 44 hours per week.

**Turnover:** 18% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	0%	25%		
Usually	0%	44%		
Sometimes	25%	31%		
Never	75%	0%		

#### **Required Training or Certifications**

No formal academic requirement exists. Nursery workers generally acquire their occupational skills on the job. The average length of training required was 4 months.

## **Recognized Related Work Experience**

Acceptable work experience by employers were Laborer, or Landscaper. Employers who require previous experience seek an average of 5 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of basic math; possession of pruning skills, use and care of gardening tools, read/follow instructions, lift at least 50 lbs. repeatedly, and stand continuously for 2 hours or more.

**Important:** possession of oral communication skills; ability to work independently and work with close supervision.

**Other:** knowledge of horticulture; ability to work part-time.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

50%	Less than High School
50%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

## Where the Jobs Are:

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# **Licensing / Certification:**

None.

## **Recruitment Method:**

Most employers recruit applicants through word of mouth.



Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

## **Alternate Job Titles**

Framers.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	63%	0%	N/A	N/A	N/A	N/A
Dental	13%	0%	N/A	N/A	N/A	N/A
Vision	6%	0%	N/A	N/A	N/A	N/A
Life	6%	0%	N/A	N/A	N/A	N/A
Sick Leave	19%	0%	N/A	N/A	N/A	N/A
Vacation	56%	0%	N/A	N/A	N/A	N/A
Retirement	25%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$6.00 to \$14.00	\$6.75
New, Experienced Union	\$7.00 to \$16.00	\$9.25
3 Years with Firm Union	\$8.50 to \$20.00	\$13.50
Ullion		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

25% Promote 75% Don't Promote

Promotional opportunity may lead to position such as Foreman.

# **Employment Trends**

# **EDD Projections**

1998 Size: Large - Approximately 120 employees

1998 Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

## **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Temporary/On Call, averaging 40 hours per week.

**Turnover:** 10% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	25%	31%		
Usually	25%	38%		
Sometimes	13%	25%		
Never	38%	6%		

#### **Required Training or Certifications**

The only requirement was Class A driver's license.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were as an Operating Engineer, but also in similar experience as a paving, Finisher, Framework, or in excavation job. Employers who require previous experience seek an average of 12 months.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of materials, machines and tools, troubleshooting procedures; possession of manual dexterity; ability to perform routine maintenance.

**Important:** knowledge of safety procedures; possession of good hand-eye coordination; ability to use hands, arms, and fingers and follow instructions.

**Other:** ability to work independently and use reference materials.

**Training Source**: Apprenticeship involves on-the-job training in the form of paid employment, together with supplemental related training at a designated training center. Applicants must be age 18 or older and may be required to submit evidence of good physical condition and completion of high school education or equivalent Applicants meeting minimum requirements are given a written test that measures basic reading and math abilities and mechanical understanding. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
1611	12	Highway & Street Construction
9010	16	Federal Government
4953	20	Refuse Systems
1623	44	Water, Sewer, & Utility Lines
	8	Others

## **Recruitment Method:**

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, bailing machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

## **Alternate Job Titles**

Inspector Packer, Operators & Assistants, Meat Cutters/Wrappers, and Butcher.

#### **Benefits**

	Employer	Daid	Share	Costs	Employee	Daid
	Full Time		Full Time	Part Time	Full Time	
	Full Time	Pan Time	Full Time	Pan Time	Full Time	Part Time
Medical	61%	17%	N/A	N/A	N/A	N/A
Dental	28%	11%	N/A	N/A	N/A	N/A
Vision	28%	6%	N/A	N/A	N/A	N/A
Life	39%	6%	N/A	N/A	N/A	N/A
Sick Leave	50%	17%	N/A	N/A	N/A	N/A
Vacation	78%	17%	N/A	N/A	N/A	N/A
Retirement	44%	11%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

77865				
	Range	Median		
New, No Experience	\$5.75 to \$14.25	\$6.50		
New, Experienced U	\$5.75 to \$15.50	\$7.75		
3 Years with Firm U	\$6.75 to \$17.50	\$9.50		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

67% Promote 33% Don't Promote

Promotional opportunities may lead to positions such as Foreman and Manager.

# **Employment Trends**

## **EDD Projections**

1998 Size: Very Large - Approximately 320 employees 1998 Growth Rate: 0.8% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 40 Job Openings

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week. Few firms reported that employees worked Part-Time, averaging 24 hours per week.

**Turnover:** 30% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	11%	50%
Usually	6%	28%
Sometimes	33%	22%
Never	50%	0%

## **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Work experiences are broaden for this occupation due to the industry diversity. Employers who require previous experience seek an average of 9 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safety equipment practices, specific product knowledge, and basic math; possession of good-eye coordination and manual dexterity; ability to full use of arms, hands and fingers.

**Important:** possession of good vision and good color perception; ability to stand for prolonged periods of time and follow oral instructions.

**Other:** possession of punctuality and attendance ethics and oral communication skills; ability to read/follow written instructions.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

6%	Less than High School
94%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC	%	Description
3221	14	Glass Containers
2084	24	Wines, Brandy, & Brandy Spirits
3296	52	Mineral Wool
	10	Others

# **Licensing / Certification:**

None.

#### **Recruitment Method:**

Most employers recruit unsolicited applicants and through newspaper ads. Many recruit by employees' referrals.

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

#### **Alternate Job Titles**

Roofer, Maintenance, Construction Supervisor, and Construction Worker.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	88%	0%	N/A	N/A	N/A	N/A
Dental	63%	0%	N/A	N/A	N/A	N/A
Vision	38%	0%	N/A	N/A	N/A	N/A
Life	25%	0%	N/A	N/A	N/A	N/A
Sick Leave	50%	0%	N/A	N/A	N/A	N/A
Vacation	88%	0%	N/A	N/A	N/A	N/A
Retirement	50%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$5.00 to \$10.75	\$6.00
New, Experienced Union	\$7.00 to \$19.50	\$8.25
3 Years with Firm Union	\$8.50 to \$20.00	\$19.95

Unionization is negligible for this occupation. Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

40% Promote 60% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Foreman, and Crew Leader. Advancement is usually the regular progression through skills levels to reach journey status.

# Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 26 hours per week.

# **Employment Trends**

## **EDD Projections**

1997 Size: Medium - Approximately 80 employees 1997 Growth Rate: 6.0% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 35 Job Openings

**Turnover:** 47% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	20%	20%
Usually	27%	20%
Sometimes	40%	13%
Never	13%	47%

### **Required Training or Certifications**

No formal academic training was required.

### **Recognized Related Work Experience**

Acceptable work experience by employers were Painter, Maintenance, Construction, Cement Layer, or Roofer. Employers who require previous experience seek an average of 10 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

27%	Less than High School
73%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of paints and related chemicals, surface preparation, hazardous materials, drywall installation/repair, and safe working practices; possession of a reliable vehicle, spray painting skills, roller painting skills, brush painting skills; ability to use airless sprayer, work from ladders and scaffolds, and use and read a tape measure.

**Important:** knowledge of spraying lacquer; possession of good color perception; ability to stand for prolonged periods, work independently, lift at least 50 lbs. repeatedly, and follow oral instructions.

**Other:** possession of metal painting skills; ability to write legibly, interact well with others, and read/follow instructions.

**Training Source:** The formal way to journey-level status is trough an apprenticeship program or informal, on-the-job instruction. The apprenticeship program consists of 3 to 4 years of supervised, on-the- job training, in addition to 144 hours of related classroom instruction each year. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
1721	38	Painting & Paper Hanging
1521	17	Single-Family Housing Const
1742	15	Plastering, Drywall, and Ins.
	30	Others

### **Recruitment Method:**

Most employers recruit applicants through word of mouth.

Coating Machine Operators or Tenders operate or tend machines to coat any of a wide variety of items, such as coating food products with sugar, chocolate and butter, coating paper and paper products with chemical solutions, wax and glazes, or coating fabric with rubber or plastic. Painting and Spraying Machine Operators and Tenders operate or tend machines to spray or paint decorative, protective, or other finish or coating, such as adhesive, lacquer, paint, stain, latex, preservative, or oil, to any of a wide variety of items or materials, such as wood and wood products, ceramics, and glass. This occupation included workers who apply coating or finish to product with solutions or materials

### **Alternate Job Titles**

Painter Helper, and Auto Painter.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	27%	0%	N/A	N/A	N/A	N/A
Dental	0%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	18%	0%	N/A	N/A	N/A	N/A
Sick Leave	0%	0%	N/A	N/A	N/A	N/A
Vacation	45%	0%	N/A	N/A	N/A	N/A
Retirement	18%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

<b>G</b>		Range	Median
New, No Experience		\$6.00 to \$12.00	\$6.50
New, Experienced	Union	\$6.50 to \$14.00	\$9.00
3 Years with Firm	Union	\$8.00 to \$17.00	\$12.00
١	Union		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

27% Promote 73% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Body Work & Painter, and in certain instances, taking on more duties in the same occupation with higher pay.

# **Employment Trends**

# **EDD Projections**

1998 Size: Large - Approximately 90 employees

1998 Growth Rate: 7.1% - Much faster than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 25 hours per week.

**Turnover:** 28% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	36%	27%
Usually	18%	36%
Sometimes	9%	18%
Never	36%	18%

#### **Required Training or Certifications**

Among the certification required were ICAR, ASE, Dupont Certification.

#### **Recognized Related Work Experience**

Work experiences are broaden for this occupation due to the industry diversity. Employers who require previous experience seek an average of 13 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
18%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Voluntary certification by the National Institute for Automomotive Service Excellence (ASE). Painters must pass a written examination and have at least 2 years of experience in the field. High school, trade or vocational school, or community or junior college training in automotive painting and refinishing may substitute for up to 1 year of experience. To retain certification, painters must retake the examination at least every 5 years.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of paints & related chemicals, hazardous materials, and safe working practices; possession of surface preparation skills, spray painting skills, and reliable vehicle; ability to use airless sprayer, work from ladders/scaffolds, and stand a tape measure.

**Important:** knowledge of spraying lacquer; possession of good color perception; ability to stand for prolonged periods of time, work independently, lift at least 50lbs., and follow oral instructions.

**Other:** possession of metal painting skills; ability to interact well with others, write legibly, and read/follow directions.

**Training Source:** Training can be obtaind through high school, trade or vocational school, or community or junior college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3471	8	Plating & Polishing
3443	16	Fabricated Plate Work (Boiler Shops)
3585	24	Refrigeration & Heating Equipment
2653	52	Corrugated & Solid Fiber Boxes

### **Recruitment Method:**

Most employers recruit applicants through word of mouth.



Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

### **Alternate Job Titles**

Service Technician.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	50%	0%	N/A	N/A	N/A	N/A
Vision	13%	0%	N/A	N/A	N/A	N/A
Life	50%	0%	N/A	N/A	N/A	N/A
Sick Leave	88%	0%	N/A	N/A	N/A	N/A
Vacation	88%	0%	N/A	N/A	N/A	N/A
Retirement	38%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

### Wages

	Range	Median
New, No Experience Union	\$7.00 to \$12.75	\$8.63
New, Experienced Union	\$8.00 to \$16.75	\$9.49
3 Years with Firm	\$8.75 to \$18.25	\$11.80
Unio	1	

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

75% Promote 25% Don't Promote

Promotional opportunities may lead to positions such as Manager and in certain instances, taking on more duties in the same occupation with higher pay.

# **Employment Trends**

# **EDD Projections**

1998 Size: Large - Approximately 90 employees 1998 Growth Rate: 0% - Remain stable

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 0 Job Openings

### Hours:

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

**Turnover:** 6% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	0%	63%
Usually	0%	38%
Sometimes	25%	0%
Never	75%	0%

#### **Required Training or Certifications**

Among the certification required were Applicator Field Rep License, Chemical Applicator License, Certification by County Agricultural Department.

### **Recognized Related Work Experience**

Acceptable work experience by employers was in pest control field. Employers who require previous experience seek an average of 3 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe work practices; possession of public contact skills. **Important:** ability to read/follow instructions, write legibly, and work independently. **Other:** possession of Termite Control License, Pest Control License, Pest Control Applicator Certificate, and Licensed in fumigation.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC	%	Description
7342	100	Disinfecting & Pest Control Service

### **Licensing / Certification:**

License consists of (1) Fumigation: two years of certified training by a licensed qualifying manager which includes 1 year as a field representative and Board approved courses, AND (2) General pest: two years of certified training by a licensed qualifying manager which includes 1 year as field representative and Board approved courses, AND (3) Terminate Control: Four years of certified training by a licensed qualifying manager which included 2 years as field representative and Board approved courses, AND (4) Wood Roof Cleaning and Treatment: proof of wood roof cleaning and treatment experience for 2 out of past 5 years, AND (5) must be 18 years old.

### **Recruitment Method:**

Most employers recruit unsolicited applicants.



Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, an d exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	8%	N/A	N/A	N/A	N/A
Dental	62%	15%	N/A	N/A	N/A	N/A
Vision	23%	8%	N/A	N/A	N/A	N/A
Life	23%	8%	N/A	N/A	N/A	N/A
Sick Leave	38%	8%	N/A	N/A	N/A	N/A
Vacation	77%	8%	N/A	N/A	N/A	N/A
Retirement	31%	15%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

### Wages

**************************************				
	Range	Median		
New, No Experience	\$5.15 to \$10.00	\$6.50		
New, Experienced U	\$6.00 to \$11.00	\$7.50		
3 Years with Firm	\$8.00 to \$12.00	\$8.75		

Data collection was completed prior to the raise of the Federal minimum wage of 5.15 on September 1, 1997

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

27% Promote 73% Don't Promote

Promotional opportunities may lead to positions such as Office Assistant and Exercise Aide. However, advancement is usually based on further education.

# **Employment Trends**

### **EDD Projections**

1997 Size: Medium — Approximately 40 employees 1997 Growth Rate: 20% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 45 Job Openings

**Turnover:** 50% annually, based on employers responses.

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 28 hours per week.

	Experience Required	Training Substitute For Experience		
Always	7%	13%		
Usually 20%		27%		
Sometimes 33%		53%		
Never	40%	7%		

### **Required Training or Certifications**

Physical Therapy Aides jobs is entry-level positions. However, employers surveyed required a Nurse Assistant Certification and/or on-job-training. The average length of training required was 5 months.

### **Recognized Related Work Experience**

Acceptable work experience by employers were Certified Nurse Assistant, or in a medical environment. Employers who require previous experience seek an average of 11 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of transferring techniques moving patients, and orthopedics; possession of contact skills.

**Important:** possession of Spanish language fluency; ability to read/follow instructions and write legibly.

Other:

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### Where the Jobs Are:

SIC	%	Description
8093	33	Specialty Outpatient Clinics, NEC
8049	28	Offices of Health Practitioners
8050	16	Skilled Nursing Care Facilities
	23	Others

# **Licensing / Certification:**

None.

### **Recruitment Method:**

Most employers recruit applicants through word of mouth.



Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	17%	N/A	N/A	N/A	N/A
Dental	100%	17%	N/A	N/A	N/A	N/A
Vision	83%	17%	N/A	N/A	N/A	N/A
Life	67%	0%	N/A	N/A	N/A	N/A
Sick Leave	100%	17%	N/A	N/A	N/A	N/A
Vacation	100%	17%	N/A	N/A	N/A	N/A
Retirement	83%	17%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience	\$18.00 to \$22.00	\$20.88
U	nion	
New, Experienced	\$20.00 to \$26.00	\$21.99
_	nion	
3 Years with Firm	\$23.50 to \$27.00	\$24.50
O	non	

# **Computer Software Sought:**

Some employers prefer applicants who are skilled in word processing applications.

#### Other:

# **Promotional Opportunities:**

0% Promote 100% Don't Promote

Promotional avenues in the private sector are basically unstructured; advancement in government service requires success on promotional examinations. In both private and public sectors, experience and ability are the keys to advancement. Note: There is a trend toward Physical Therapists entering private practice, providing services to individual patients or contracting to provide services in hospitals, rehabilitation centers, nursing homes, home health agencies,

#### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 12 hours per week.

# **Employment Trends**

# **EDD Projections**

1997 Size: Small – Approximately 30 employees

1997 Growth Rate: 19% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 25 Job Openings

**Turnover:** 38% annually, based on employers responses.

	Experience Required Training Substitute For Experience			
Always	67%	0%		
Usually	17%	17%		
Sometimes 17%		17%		
Never	0%	67%		

#### **Required Training or Certifications**

Employers surveyed required State license and/or Master's degree. The average length of training required was 44 months.

### **Recognized Related Work Experience**

All work experience reported was as a Physical Therapist. Employers who require previous experience seek an average of 14 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
87%	HS or Equivalent
0%	Associate Degree (2 years)
25%	Bachelor's Degree (4 years)
75%	Graduate Study

### **Licensing / Certification:**

The requirements are: (1) B.A. Degree, (2) Graduation from a school of Physical Therapy approved by the American Medical Association, (3) Applicant must pass a written examination administered by the committee. Physical Therapists in California are licensed by the Physical Therapy Examining Committee.

Certificates are awarded to students with a bachelor's degree in a related field and who have completed a 12 to 16 month course in Physical Therapy.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of anatomy, neurology, geriatrics, and transferring techniques moving patients; ability to maintain progress notes and treatments summaries and detect complications in patients.

**Important:** knowledge of problem solving and variety of cultures; possession of public contact and oral communication skills; ability to lift at least 50lbs. repeatedly and work under pressure.

**Other:** knowledge of basic math and sports medicine's possession of Spanish language fluency; ability to work under pressure.

**Training Source**: Training can be obtained through community colleges in Bachelor's Degree and Master's Degree. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8049	44	Offices of Health Practitioners
8093	14	Specialty Outpatient Clinics, NEC
8062	14	Gen. Medical & Surgical Hospitals
8011	14	Offices & Clinics of Medical Doctors
	11	Others

### **Recruitment Method:**

Many employers recruit applicants through newspaper ads.



Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain records.

### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	0%	0%	N/A	N/A	N/A	N/A
Dental	0%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	0%	0%	N/A	N/A	N/A	N/A
Vacation	0%	0%	N/A	N/A	N/A	N/A
Retirement	0%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

wages			
		Range	Median
New, No Experience	Union	\$12.00 to \$16.00	\$14.00
New, Experienced	Union	\$14.00 to \$18.00	\$16.25
3 Years with Firm	Union	\$16.25 to \$19.50	\$18.50

# **Computer Software Sought:**

No computer skills were reported.

### Other:

# **Promotional Opportunities:**

100% Don't Promote 0% Promote

# **Employment Trends**

# **EDD Projections**

1997 Size: Medium - Approximately 40 employees 1997 Growth Rate: 20% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 45 Job Openings

# **Hours:**

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

**Turnover:** 67% annually, based on employers responses.

	Experience Required	Training Substitute For Experience	
Always	0%	0%	
Usually	0%	0%	
Sometimes	0%	0%	
Never	0%	0%	

#### **Required Training or Certifications**

Employers surveyed required State license. The average length of training required was 16 months.

#### **Recognized Related Work Experience**

All work experience reported was a Physical Therapy Assistant. Employers who require previous experience seek an average of 12 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Very Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School			
0%	HS or Equivalent			
100%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

### **Licensing / Certification:**

There are two ways to qualify for the license. Graduates with an associate degree in Physical Therapy Assisting from an accredited school or a combination of training and experience equivalent to an approved program. After graduation and filing of application, may assist licensed physical therapist under 100% supervision until certified.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of transferring techniques in moving patients; ability to maintain progress notes and treatment summaries, and detect complications in patients. **Important:** knowledge of anatomy; possession of Physical Therapist Assistant Certificate, Spanish language fluency, oral communication skills, and public contact skills.

**Other:** knowledge of sports medicine and cardio-pulmonary diseases; ability o work inde-

**Training Source**: Training can be obtained through vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

pendently and follow oral instructions.

SIC	%	Description
8093	33	Specialty Outpatient Clinics, NEC
8049	28	Offices of Health Practitioners
8050	16	Skilled Nursing Care Facilities
	23	Others

### **Recruitment Method:**

All employers recruit applicants through newspaper ads and unsolicited applicants.



Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

#### **Alternate Job Titles**

Service Tech/Water Treatment Operator, Pool Plumber, and Street Fitter.

#### **Benefits**

	Employer Paid		Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	62%	0%	N/A	N/A	N/A	N/A
Dental	23%	0%	N/A	N/A	N/A	N/A
Vision	23%	0%	N/A	N/A	N/A	N/A
Life	15%	0%	N/A	N/A	N/A	N/A
Sick Leave	31%	0%	N/A	N/A	N/A	N/A
Vacation	62%	0%	N/A	N/A	N/A	N/A
Retirement	23%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$6.00 to \$15.25	\$6.50
New, Experienced	Union	\$7.50 to \$21.00	\$10.50
3 Years with Firm	Union	\$8.50 to \$24.75	\$13.26

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

46% Promote 54% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and,

Maintenance Worker II.

# **Employment Trends**

# **EDD Projections**

1998 Size: Medium - Approximately 40 employees

1998 Growth Rate: 0% - Remain stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Seasonal, averaging 40 hours per week.

**Turnover:** 26% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	46%	38%		
Usually	15%	15%		
Sometimes	23%	15%		
Never	15%	31%		

### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Plumber, Maintenance Worker, Construction Worker, Utility Worker, Pipefitter, or Water Treatment Operator. Employers who require previous experience seek an average of 13 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

8%	Less than High School
92%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Plumbers License. Although there are no uniform national licensing requirements, most communities require plumbers to be licensed. Licensing requirements vary from area to area, but most localities require workers to pass an examination that tests their knowledge of the trade and local plumbing codes.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of building codes and hazardous materials; possession of soldering, pipefitting and customer service skills; ability to analyze and solve problems, use hand tools, read blue prints, and work in cramped/confined places.

**Important:** ability to lift at least 50lbs, work independently, and read/follow instructions. **Other:** knowledge of basic mathematical calculations; ability to lay out job and write legibly.

**Training Source**: Apprenticeship programs consist of full time supervised on-the-job training and concurrent classroom instruction. Upon completion of the program, apprentice3s must pass a union-administered trade test and a city licensing test regulated by the California State Division of Apprenticeship Standards. Candidates for the program must possess a high school diploma or its equivalent, and must pass aptitude tests. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
1521	8	Single-Family Housing Construction
1799	15	Special Trade Contractors, Nec
9020	15	State Government
1711	50	Plumbing, Heating, Air-Conditioning
	12	Others

### **Recruitment Method:**

Many employers recruit unsolicited applicants as well as by employees' referrals and newspaper ads.



Police Patrol Officers maintain order, enforce lawns and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on floor or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

#### **Alternate Job Titles**

No alternate job titles were reported.

### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	0%	0%	100%	0%	0%	0%
Dental	0%	0%	100%	0%	0%	0%
Vision	0%	0%	100%	0%	0%	0%
Life	0%	0%	67%	0%	0%	0%
Sick Leave	67%	0%	33%	0%	0%	0%
Vacation	67%	0%	33%	0%	0%	0%
Retirement	33%	0%	67%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

Other: %

# **Promotional Opportunities:**

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as Police Officer II, Sergeant, and Lieutenant.

# **Computer Software Sought:**

All employers prefer applicants who skilled in word processing applications and Job Specific Software.

#### Wages

	Range	Median
New, No Experience	\$12.08 to \$15.54	\$13.81
Union	\$14.98 to \$14.98	\$14.98
New, Experienced Union	\$12.08 to \$16.11 \$14.98 to \$14.98	\$14.09 \$14.98
3 Years with Firm	\$17.80 to \$18.41	\$18.11
Union	\$17.34 to \$17.34	\$17.34

#### Hours:

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

### **Shifts:**

67% of the employers had day-shift; 67% had swing-shift; 67% had graveyard-shift, and 33% had Other-shift (12 hrs shift).

# **Employment Trends**

# **EDD Projections**

**1999** Size: Medium - Approximately 80 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job openings

**Turnover:** 5% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A		N/A	N/A	
If Required or Preferred will Training Substitute For Experience?	N/A		N/A	N/A	

Technical / Vocational	100%	0%	0%	5 Months	Police Academy.
Training Required					

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Applicable Inexperienced: Not Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of foreign accents, public contact skills, variety of cultures, investigation techniques, conflict resolution skills, problem solving skills, verbal presentation skills, and analytical skills; possession of firearms qualifications card; ability to pass a psychological interview pass a physical performance test, pass a pre-employment medical examination, enforce laws, ordinances & regulations consistently,

**Important:** knowledge of counseling techniques, investigation techniques, surveillance techniques and rescue procedure.

**Other:** knowledge of public safety hazards, follow/give instructions, supplement inmate counseling, and interviewing techniques.

**Training Source**: Training can be obtained through 2-year technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are:

SIC	%	Description
9020	79	State Government
9030	21	Local Government

### **Recruitment Method:** Three most successful methods:

67%	Newspaper Ads
67%	Walk-In Applicants
33%	School, Program Referrals



Diagnostic Radiologic Technologists safely use x-ray equipment, including CT scanners, to demonstrate designated portions of the human body on x-ray films or fluoroscopic screens for diagnostic purposes. They are also known as Radiographers.

### **Alternate Job Titles**

Registered Dental Assistant was reported exclusively in dental offices environment.

#### **Benefits**

	Employer Paid		Share	Share Costs		<b>Paid</b>
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	90%	20%	N/A	N/A	N/A	N/A
Dental	80%	20%	N/A	N/A	N/A	N/A
Vision	40%	10%	N/A	N/A	N/A	N/A
Life	30%	20%	N/A	N/A	N/A	N/A
Sick Leave	60%	20%	N/A	N/A	N/A	N/A
Vacation	80%	20%	N/A	N/A	N/A	N/A
Retirement	50%	20%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

<b>G</b>		Range	Median
New, No Experience		\$6.00 to \$13.75	\$9.00
New, Experienced	Union	\$8.00 to \$15.00	\$11.75
3 Years with Firm	Union	\$10.00 to \$20.00	\$16.00
	Union	¥10.00 to \$20.00	¥13.00

# **Computer Software Sought:**

Few employers prefer applicants who are skilled in word processing and database applications. Specific software such as Phamys was reported.

#### Other:

# **Promotional Opportunities:**

0% Promote 100% Don't Promote

# **Employment Trends**

# **EDD Projections**

1997 Size: Small - Approximately 40 employees

1997 Growth Rate: 21.4% - Much faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 35 Job Openings

### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 23 hours per week.

**Turnover:** 32% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	27%	0%
Usually	27%	18%
Sometimes	36%	55%
Never	9%	27%

#### **Required Training or Certifications**

Among the training required by employers were State License, x-ray Certification, RDA, Radiology Certification, x-ray license, and Mammography License. The average length of training required was 17 months.

### **Recognized Related Work Experience**

Acceptable work experience by employers were in Neurology x-ray, Dental Assistant, or in medical field. Employers who require previous experience seek an average of 12 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School						
0%	HS or Equivalent						
18%	Associate Degree (2 years)						
27%	Bachelor's Degree (4 years)						
0%	Graduate Study						

### **Licensing / Certification:**

License is issued by the State Department of Health Services. Requirements include completing of a State approved radiation therapy program and passing a written examination in Therapeutic Radiologic Technology. Successful candidates receive the title Certified Radiologic Technologist. Those who also pass the certification exam given by the American Registry of Radiologic technologists become registered.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of transferring techniques in moving patients and safe equipment operating practices; possession of State Certificate and public contact skills; ability to use film development equipment.

**Important:** knowledge of CT scanning, record keeping, MRI and perform fluoroscopic simulation; ability to work with very ill patients.

Other:

**Training Source**: Training can be obtained through hospitals, colleges and universities, vocational-technical institutes, and the Armed Forces. Most programs are two years in length. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8062	55	Gen. Medical & Surgical Hosp.
8011	37	Offices & Clinics of Medical Doctor
	8	Others

### **Recruitment Method:**

Most employers recruit applicants through word of mouth, hospitals, laboratories, and schools.



Receptionists and information clerks answer inquiries and obtain information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment, location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

#### **Alternate Job Titles**

Customer Service Representative, Reservation Clerk, Patient Service Representative, and Patient Coordinator.

### **Benefits**

	Employer	Paid	Share	Share Costs		Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	50%	20%	25%	0%	0%	0%
Dental	40%	20%	20%	0%	0%	0%
Vision	25%	0%	10%	0%	0%	0%
Life	25%	0%	25%	20%	5%	0%
Sick Leave	85%	20%	0%	0%	0%	0%
Vacation	90%	20%	0%	0%	0%	0%
Retirement	40%	20%	15%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	10%	0%	15%	0%	0%	0%

Other: 401 K Plan and Holidays.%

# **Promotional Opportunities:**

64% Don't Promote 36% Promote

Promotional opportunities may lead to positions such as Secretary, Office Manager, and Supervisor.

# **Computer Software Sought:**

Almost all employers prefer applicants who are skilled in Windows, Medical Manager, Network Reservation System, Disso-Master, DOS, Quicken, and word processing applications. Knowledge of spreadsheet and database applications are especially valuable for many employers. Note: Applicants with a large and varied knowledge of computers and applications will have the greatest opportunities for employment and ad-

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$8.63	\$6.25
New, Experienced	Union	\$5.75 to \$9.50	\$6.63
3 Years with Firm	Union	\$6.00 to \$12.08	\$8.50

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 39 hours per week. Few firms reported that employees worked Part-Time, averaging 23 hours per week.

### **Shifts:**

95% of the employers had day-shift; 9% had swing-shift; 0% had graveyard-shift, and 5% had Other-shift (8 am to 8 pm).

# **Employment Trends**

### **EDD Projections**

**1999** Size: Large - Approximately 170 employees **1999** Growth Rate: 2.9% - Slower than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 60 Job openings

**Turnover:** 12% annually, based on employers responses.

Employers tresponde						
	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training	
Prior Experience in this Occupation Required	27%	18%	55%	12 Months		
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	11 Months	Secretary	
If Required or Preferred will Training Substitute For Experience?	80%		20%	7 Months		

Technical / Vocational	5%	9%	86%	5 Months	Secretarial, Clerical and
Training Required					Insurance.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Moderately Difficult Inexperienced: Not Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

18%	Less than High School
82%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of interpersonal communication techniques, correct grammar, punctuation & spelling, and computer; possession of customer service skills; ability to interpret company rules/policies and prepare business correspondence.

**Important:** ability to follow/give instructions, operate business machines, operate multiple phone system, and speak second language fluently.

**Other:** knowledge of record keeping skills; ability to organize and work with detailed office.

**Training Source**: Training can be obtaind through 2-year technical or community college; private business; and secondary/adult school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

### Where the Jobs Are:

SIC	%	Description
8011	13	Offices & Clinics of Medical Doctor
8062	12	General Medical & Surgical Hospital
8021	9	Offices and Clinics of Dentists
8211	6	Elementary and Secondary Schools
8331	5	Job Training and Related Services
	55	Others

# **Recruitment Method:** Three most successful methods:

95%	Newspaper Ads			
91%	Walk-In Applicants			
41%	Employee Referrals/EDD			



Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

#### **Alternate Job Titles**

School Nurse and Nurse Level I, II, III.

### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	29%	25%	57%	38%	7%	0%
Dental	29%	25%	43%	38%	0%	0%
Vision	36%	50%	7%	13%	0%	13%
Life	36%	38%	0%	0%	0%	13%
Sick Leave	93%	63%	0%	0%	0%	0%
Vacation	86%	63%	0%	0%	0%	0%
Retirement	50%	50%	14%	13%	0%	0%
Child Care	0%	0%	0%	0%	7%	13%
Other	14%	0%	0%	0%	0%	0%

Other: 401 K Plan.%

### **Promotional Opportunities:**

69% Don't Promote 31% Promote

Promotional opportunities may lead to positions such as Charge Nurse, Head Nurse, Supervisor, Manager Suporter, and Clinic Coordinator.

# **Computer Software Sought:**

Most employers prefer applicants who are skilled in word processing applications and E-Mail. Many employers prefer applicants who are skilled in database applications.

### Wages

11 uges		
	Range	Median
New, No Experience Union	\$14.00 to \$ 17.65	\$16.00
New, Experienced Union	\$14.38 to \$22.66	\$17.74
3 Years with Firm Union	\$13.00 to \$27.12	\$20.00

Unionization is negligible for this occupation

#### **Hours:**

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Temporary/On-Call basis, averaging 11 hours per week.

### **Shifts:**

88% of the employers had day-shift; 19% had swing-shift; 13% had graveyard-shift, and 13% had Other-shift (12 hrs shift and flexible schedule).

# **Employment Trends**

### **EDD Projections**

**1999** Size: Very Large - Approximately 540 employees **1999** Growth Rate: 21.7% - Much faster than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 490 Job openings

**Turnover:** 1% annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	31%	19%	18 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	24 Months	LVN, Nurse or Home Health Aide
If Required or Preferred will Training Substitute For Experience?	46%		54%	11 Months	

Technical / Vocational	94%	0%	6%	15 Months	RN License and Nursing
Training Required					Program.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School					
19%	HS or Equivalent					
63%	Associate Degree (2 years)					
19%	Bachelor's Degree (4 years)					
0%	Graduate Study					

### **Licensing / Certification:**

Licensed Registered Nurse. Applicants must complete a professional nursing program in approved school of nursing or by additional preparation by licensed vocational nurses or military corpsmen.

### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of medical tests or procedures, institutional care procedures, health/sanitation procedures, clinical problem solving techniques, body responses variations, interpersonal communication techniques, and patient observation procedures; possession of IV Certificate; ability to administer medications/treatments and analyze medical data/patient activity.

**Important:** knowledge of basic math skills; possession of oral communication skills; ability to maintain medical records, handle crisis situations, work independently, and work as a team.

**Other:** knowledge of variety of cultures; possession of second language fluency; ability to follow/give instructions.

**Training Source**: Training can be obtained through 2-year technical or community college; private business; 4-year college or university, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8062	81	General Medical & Surgical Hospital
	19	Others

### **Recruitment Method:** Three most successful methods:

81%	Newspaper Ads
50%	Walk-In Applicants
38%	School, Program Referrals

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers, and other tools. They may spray roofs, sidings, and walls with materials to bind, seal, insulate, or soundproof sections of structures.

#### **Alternate Job Titles**

Composition Worker/Built-Up, Composition, and Built-Up Workerman.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	33%	0%	N/A	N/A	N/A	N/A
Dental	11%	0%	N/A	N/A	N/A	N/A
Vision	11%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	11%	0%	N/A	N/A	N/A	N/A
Vacation	22%	0%	N/A	N/A	N/A	N/A
Retirement	0%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

### Wages

	Range	Median
New, No Experience Union	\$5.75 to \$15.00	\$8.00
New, Experienced Union	\$6.00 to \$18.00	\$12.50
3 Years with Firm Union	\$8.50 to \$45.00	\$18.00

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

33% Promote 67% Don't Promote

Promotional opportunities may lead to positions such as Journeyman and Foreman.

# **Employment Trends**

# **EDD Projections**

1998 Size: Large - Approximately 100 employees

1998 Growth Rate: 0% - Remain stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 10 Job Openings

# **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 43 hours per week. Few firms reported that employees worked Part-Time, averaging 25 hours per week.

**Turnover:** 3% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	56%	0%
Usually	11%	22%
Sometimes	33%	56%
Never	0%	22%

### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were either in roofing, composition, or laying title. Employers who require previous experience seek an average of 23 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

None, however, to become a Roofing Contractor applicant must have (1) fours years verifiable experience at the journey level within the last 10 years; (2) exam is a three-hour trade test and a three-hour business operation test; (4)\$7,500 License Bond, and (5) requires Asbestos Certification if working with asbestos.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe work practices; possession of roofing skills; ability to apply asphalt felts and coatings, apply composition roofing materials, climb to high places and use hand tools.

**Important:** knowledge of carpentry; ability to work with close supervision and tolerate unpleasant odors.

**Other:** possession of a reliable vehicle; ability to perform strenuous, physically demanding work.

**Training Source**: Training can be obtained through an apprenticeship program that consist of a minimum of 2,000 hours on-the-job training annually, plus 144 hours of classroom instruction a year. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
1761	100	Roofing, Sliding & Sheet Metal Wo

### **Recruitment Method:**

All employers recruit unsolicited applicants. Most recruit through newspaper ads.



Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	76%	12%	N/A	N/A	N/A	N/A
Dental	24%	0%	N/A	N/A	N/A	N/A
Vision	20%	0%	N/A	N/A	N/A	N/A
Life	24%	0%	N/A	N/A	N/A	N/A
Sick Leave	76%	4%	N/A	N/A	N/A	N/A
Vacation	80%	4%	N/A	N/A	N/A	N/A
Retirement	20%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

		Range	Median
New, No Experience	Union	\$5.75 to \$13.25	\$5.75
New, Experienced	Union	\$5.75 to \$15.50	\$6.00
3 Years with Firm	Union	\$6.00 to \$24.00	\$7.50

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

72% Promote 28% Don't Promote

Promotional opportunities may lead to positions such as Supervisor and Manager.

# **Employment Trends**

# **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

### **Hours:**

Most of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Many firms reported that employees worked Part-Time, averaging 24 hours per week.

**Turnover:** 24% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	4%	80%
Usually	0%	4%
Sometimes	12%	8%
Never	84%	8%

### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in any occupation related to this field. Employers who require previous experience seek an average of 5 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of sales techniques and cash register operation; possession of customer service skills and good grooming skills; ability to make change.

**Important:** knowledge of basic math; possession of oral communication skills and attention to detail; ability to work as part of a team and stand 2 or more hours.

Other: ability to work independently, lift at least 10lbs, and read/follow instructions.

**Training Source**: Trainees usually develop the necessary skills on the job.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC % Description

Not Available Data

# **Licensing / Certification:**

None.

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants, through employees' referrals and newspaper ads.



Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filling correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

#### **Alternate Job Titles**

Customer Service Representative, Escrow Assistant, Office Assistant, Receptionist, Assistant Director, and Summer Counselor.

### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	90%	10%	N/A	N/A	N/A	N/A
Dental	75%	10%	N/A	N/A	N/A	N/A
Vision	45%	5%	N/A	N/A	N/A	N/A
Life	40%	5%	N/A	N/A	N/A	N/A
Sick Leave	70%	10%	N/A	N/A	N/A	N/A
Vacation	90%	10%	N/A	N/A	N/A	N/A
Retirement	55%	10%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Other:

# **Promotional Opportunities:**

46% Promote 54% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Coordinator, and Office Manager. However, in smaller offices, advancement may be limited to gradual increases in responsibility and pay.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 28 hours per week.

#### Wages

8		
	Range	Median
New, No Experience Union	\$5.25 to \$9.50	\$6.70
New, Experienced Union	\$5.50 to \$10.50	\$8.00
3 Years with Firm	\$7.00 to \$14.75	\$9.68
Union		

Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1. 1997.

# **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing applications. Knowledge of database and spreadsheet programs is especially valuable as well. Note: Applicants with a large and varied knowledge of computers and applications will have the greatest opportunities for employment and advancement.

# **Employment Trends**

# **EDD Projections**

1997 Size: Very Large - Approximately 400 employees 1997 Growth Rate: 3.6% - Slower than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 140 Job Openings

**Turnover:** 37% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	13%	4%
Usually	33%	29%
Sometimes	42%	46%
Never	13%	21%

#### **Required Training or Certifications**

Training prospects vary by industry. Employers surveyed required word processing training, computer literacy, accounting general billing, and front office certificate. Specific industry required 15 units in child development. The average length of training required was 10 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in Clerical position, Receptionist, Office Assistant, Customer Service or attending 15 units in college. Employers who require previous experience seek an average of 15 months.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

4%	Less than High School
75%	HS or Equivalent
4%	Associate Degree (2 years)
4%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Certification for entry-level office skills is available through the Office Proficiency Assessment and Certification (OPAC) program offered by Professional Secretaries International (PSI). As secretaries gain experience, they can earn the designation Certified professional Secretary (CPS) by passing a series of examinations given by the Institute for certifying Secretaries, a department of PSI.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of English grammar, spelling & punctuation, record keeping, personal computers, basic math, and techniques of organization & planning; possession of proofreading skills, filing skills, and communication skills; ability to maintain an appointment calendar and prepare business correspondence.

**Important:** knowledge of management skills; possession of telephone skills; ability to interact well with others, work with close supervision, write effectively, work under stress situation, and follow oral instructions.

**Other:** knowledge of bookkeeping procedures, insurance policies, billing procedures, escrow & title functions, internet, and AR/AP procedures; possession of Spanish language fluency.

**Training Source:** Training ranges from high school vocational programs that teach office practices to 1-to-2-year programs in secretarial science offered by business schools, vocational-technical institutes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8211	20	Elem. & Sec. Schools
9030	7	Local Government
8661	6	Religious Organizations
8062	6	General Medical & Hosp.
	61	Others

### **Recruitment Method:**

Most employers recruit applicants through newspaper ads.

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

#### **Alternate Job Titles**

Secretary.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	93%	0%	N/A	N/A	N/A	N/A
Dental	33%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	6%	0%	N/A	N/A	N/A	N/A
Vacation	86%	0%	N/A	N/A	N/A	N/A
Retirement	0%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

Wages .				
		Range	Median	
New, No Experience	Union	\$5.00 to \$5.25	\$5.00	
New, Experienced	Union	\$5.75 to \$7.50	\$6.00	
3 Years with Firm	Union	\$7.50 to \$9.25	\$8.25	

# **Computer Software Sought:**

All employers want their employees in this occupation to be proficient in word processing. Most employers want their employees to have computer literacy and database programs knowledge.

#### Other:

SECRETARIES, LEGAL

# **Promotional Opportunities:**

0% Promote 100% Don't Promote

# **Employment Trends**

# **EDD Projections**

1996 Size: Small – Approximately 20 employees 1996 Growth Rate: 0.5% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 5 Job Openings

### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 26 hours per week.

**Turnover:** 0% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	93%	7%		
Usually	7%	0%		
Sometimes	0%	27%		
Never	0%	67%		

#### **Required Training or Certifications**

None was reported by the employers surveyed.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Administrative Secretary, Secretary, or Administrative Assistant. These employers tend to hire applicants with an average of 24 months of experience.

### **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Somewhat Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
0%	HS or Equivalent
13%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of law office methods & procedures, legal terms, alphabetic & numeric filing, and record keeping; possession of proofreading skills; ability to maintain appointment calendar, maintain court calendar, and type at least 60 wpm.

**Important:** knowledge of principles of confidentiality, billing procedures, grammar, spelling & punctuation, and court procedures.

**Other:** possession of attention to detail skills; ability to work accurately under pressure, meet deadlines, and diplomacy on the phone.

**Training Source**: Secretarial training ranges from high school vocational education programs that teach office practices, shorthand, and keyboarding skills to 1- 2-year programs in secretarial science offered by business schools, vocational-technical institutes, and community colleges. Certification is obtained by passing a six part exam and meeting the experience requirement. All applicants should be prepared to take written tests of verbal ability and clerical aptitude and performance tests of typing and stenographic skills. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8311	100	Legal Service

### **Recruitment Method:**

Most employers recruit applicants through newspaper ads. Many hired unsolicited applicants.



Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

#### **Alternate Job Titles**

Fabricators, Shear Operator, Flamecutters, Fabricators, and Air Cond. Refrigeration Technician.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	50%	0%	N/A	N/A	N/A	N/A
Vision	30%	0%	N/A	N/A	N/A	N/A
Life	20%	0%	N/A	N/A	N/A	N/A
Sick Leave	40%	0%	N/A	N/A	N/A	N/A
Vacation	90%	0%	N/A	N/A	N/A	N/A
Retirement	30%	0%	N/A	N/A	N/A	N/A
Child Care	10%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

Wages .		
	Range	Median
New, No Experience Union	\$5.00 to \$25.00	\$6.89
New, Experienced Union	\$6.00 to \$37.00	\$8.50
3 Years with Firm Union	\$7.50 to \$37.00	\$11.00

Unionization is negligible for this occupation in Madera County; however, union pays at top wage. Note: Data collection was completed prior to the raise of the Federal minimum wage of \$5.15 on September 1, 1997.

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

42% Promote 58% Don't Promote

Promotional opportunities may lead to positions such as Leadman, Department Foreman, and Senior Positions. Also, promotions or advancements may be enhanced if workers continue to broaden and improve their skills.

All of the firms surveyed reported that employees worked Full-Time, averaging 38 hours per week.

# **Employment Trends**

### **EDD Projections**

1997 Size: Large - Approximately 130 employees

1997 Growth Rate: 4.1% - Proportionally with the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 15 Job Openings

**Turnover:** 15% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	42%	8%		
Usually	17%	0%		
Sometimes	33%	75%		
Never	8%	17%		

#### **Required Training or Certifications**

Conditioning Technician, Machine Shop Experience, or Installers. Employers who require previous experience seek an average of 9 months.

### **Recognized Related Work Experience**

Acceptable work experience by employers were Welder, Machine Operator, Fabricator, Air Conditioning Technician, Machine Shop Experience, or Installers. Employers who require previous experience seek an average of 9 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe equipment operating practices; possession of good eye hand coordination, mechanical and spatial aptitudes, sheet metal working & welding skills, and manual dexterity; ability to use power hand tools.

**Important:** knowledge of shop math; ability to lift 50lbs. repeatedly, stand for prolonged periods, and work with close supervision.

**Other:** ability to read/follow instructions, work under pressure, and write legibly.

**Training Source**: Training can be obtained through apprenticeship program, which consists of 4 or 5 years of on-the-job training and a minimum of 144 hours per year of classroom instruction. Apprenticeship programs, administered in each area by the local Sheet Metal Joint Apprenticeship Committee, include practical work experience supplemented by related classroom instruction. A relatively small number of persons pick up the trade informally, usually by working as helpers to experienced sheet metal workers. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3585	37	Refrigeration & Heating Equip.
3556	30	Food Products Machinery
1761	16	Roofing, Siding, & Sheet Metal
	17	Others

#### **Recruitment Method:**

Many employers recruit applicants through Private Industry Council, word of mouth, and walk-ins.



Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

#### **Alternate Job Titles**

No alternate job tittles were reported.

### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	100%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick Leave	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	0%	0%	100%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

Other: %

# **Promotional Opportunities:**

100% Promote 0% Don't Promote

Promotional opportunities may lead to positions such as Sergeant and Lieutenant.

# **Computer Software Sought:**

No computer skills were reported.

#### Wages

		Range	Median
New, No Experience	Union	\$14.38 to \$14.38	\$14.38
New, Experienced	Union	\$15.86 to \$\$15.86	\$15.86
3 Years with Firm	Union	\$19.29 to \$19.29	\$19.29

#### **Hours:**

All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week.

### **Shifts:**

100% of the employers had day-shift; 100% had swing-shift; 100% had graveyard-shift, and 0% had Other-shift.

# **Employment Trends**

# **EDD Projections**

**1999** Size: Medium - Approximately 70 employees **1999** Growth Rate: 2.4% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 20 Job openings

**Turnover:** 7% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A		N/A	N/A	
If Required or Preferred will Training Substitute For Experience?	N/A		N/A	N/A	

Technical / Vocational	100%	0%	0%	4 Months	Basic Law Enforcement
Training Required					Academy.

# **Desired Qualifications Based On Employers Responses:**

Essential: knowledge of foreign accents, public contact skills, variety of cultured, firearms. weapons; possession of a firearms qualifications card; ability to pass a psychological interview, resolve conflicts, pass a physical performance test, pass a pre-employment medical examination, and use investigation techniques.

**Important:** knowledge of interviewing skills; ability to provide first aid/CPR auxiliary to related job duties and ability to enforce laws, ordinances & regulations.

**Other:** knowledge of conflict resolution techniques; ability to oral/written communication skills and active listening techniques.

Training Source: Trained can be obtained through 2-year technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Applicable Inexperienced: Very Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC Description 100 Local Government 9030

# **Licensing / Certification:**

None.

#### **Recruitment Method:** Three most successful methods:

100%	In-House promotion or Transfer
100%	Newspaper Ads
100%	Police Academy



Social Workers - Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors.

### **Alternate Job Titles**

Social Services Coordinator, Counselor, and Medical Social Worker.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	88%	13%	N/A	N/A	N/A	N/A
Dental	63%	13%	N/A	N/A	N/A	N/A
Vision	38%	0%	N/A	N/A	N/A	N/A
Life	38%	13%	N/A	N/A	N/A	N/A
Sick Leave	50%	13%	N/A	N/A	N/A	N/A
Vacation	75%	13%	N/A	N/A	N/A	N/A
Retirement	50%	13%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

Wages				
		Range	Median	
New, No Experience	Union	\$5.25 to \$16.75	\$10.50	
New, Experienced	Union	\$5.75 to \$18.50	\$11.38	
3 Years with Firm	Union	\$5.75 to \$28.50	\$14.00	

Most firms pay between \$10.00 and \$15.00 range. However, there were a few that paid at much lower range because their required qualifications were much less than the norm for this occupation.

# **Computer Software Sought:**

Even though all employers prefer applicants who are skilled in word processing application, may, in addition to, prefer applicants with spreadsheet and database application knowledge.

#### Other:

# **Promotional Opportunities:**

25% Promote 75% Don't Promote

Promotional opportunities may lead to positions such as Administrator and Supervisor.

# **Employment Trends**

### **EDD Projections**

1997 Size: Medium - Approximately 70 employees 1997 Growth Rate: 4.8% - Faster than the average

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 30 Job Openings

### **Hours:**

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Some firms reported that employees worked Part-Time, averaging 15 hours per week.

**Turnover:** 11% annually, based on employers responses.

Experience Required		Training Substitute For Experience
Always	25%	25%
Usually	38%	50%
Sometimes	25%	25%
Never	13%	0%

#### **Required Training or Certifications**

A bachelor's degree is the minimum requirement for most positions. Among certification identified are CPR and First Aid. Employers surveyed required the employees to have an average of 33 months of training.

### **Recognized Related Work Experience**

Acceptable work experience by employers were majors in related fields that satisfy hiring requirements in some firms. Employers who require previous experience seek an average of 18 months

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: Somewhat Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
13%	HS or Equivalent
0%	Associate Degree (2 years)
74%	Bachelor's Degree (4 years)
0%	Graduate Study

### **Licensing / Certification:**

Licensed Clinical Social Worker. Applicant must have (1) a Master's Degree from an accredited school of social work and (2) additional instruction as specified by law.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of complex ruled/regulations, problem solving skills, family social work, and variety of cultures; possess of clean police record, valid driver's license and oral communication skills; ability to interview others for information and handle crisis situations.

**Important:** knowledge of protective services for children/adults; possession of Spanish language fluency; ability to work independently.

Other:

**Training Source**: Training can be obtained through colleges. Entry into an MSW program requires a bachelor's in related field. Accredited BSW programs require at least 400 hours of supervised field experience. Master's programs usually last 2 years and include 900 hours of supervised field instruction, or internship. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
9030	37	Local Government
8322	25	Individual & Family
8093	12	Specialty Outpatient Clin
	26	Others

### **Recruitment Method:**

Most employers recruit applicants through in-house promotion or transfer.



Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

#### **Alternate Job Titles**

Merchandise Replenishing Team, and Nursery Worker.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	73%	18%	N/A	N/A	N/A	N/A
Dental	36%	9%	N/A	N/A	N/A	N/A
Vision	32%	9%	N/A	N/A	N/A	N/A
Life	23%	9%	N/A	N/A	N/A	N/A
Sick Leave	55%	18%	N/A	N/A	N/A	N/A
Vacation	68%	18%	N/A	N/A	N/A	N/A
Retirement	27%	9%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

### Wages

3	Range	Median
New, No Experience	\$5.75 to \$7.00	\$5.75
New, Experienced	\$5.75 to \$9.50	\$5.94
3 Years with Firm	\$6.00 to \$14.00	\$7.50
Ur	ion	

# **Computer Software Sought:**

A few employers prefer applicants who are skilled in word processing, spreadsheet and desktop publishing software's. Familiarity with computer software and applications is becoming increasingly important.

#### Other:

# **Promotional Opportunities:**

68% Promote 32% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

# **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 210 employees

1998 Growth Rate: 0% Remain Stable 1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 30 Job Openings

### **Hours:**

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Many firms reported that employees worked Part-Time, averaging 24 hours per week.

**Turnover:** 24% annually, based on employers responses.

	Experience Required	Training Substitute For Experience	
Always 0%		77%	
Usually	0%	14%	
Sometimes	23%	9%	
Never	77%	0%	

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in the occupation or related field. Employers who require previous experience seek an average of 4 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of basic math record keeping, and inventory techniques; possession of customer service skills; ability to operate a fork lift and cash handling.

**Important:** ability to read and follow instructions, stand continuously for 2 or more hours, and lift at least 50lbs. repeatedly.

**Other:** possession of willingness to work with close supervision, oral communications skills, and familiarity with computers; ability to interpret and use single forms.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
95%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# Where the Jobs Are:

SIC	%	Description
5912	7	Drug Stores & Proprietary Stores
5311	28	Department Stores
5411	48	Grocery Stores
	17	Others

# **Licensing / Certification:**

None.

#### **Recruitment Method:**

Almost all employers recruit through employees' referrals. Most recruit unsolicited applicants.



#### **Description**

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports, Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

#### **Alternate Job Titles**

Shipping & Receiving Worker, Inventory Control Technician, Customer Assistant, and Yard Worker.

#### **Benefits**

	Employer	Employer Paid		Share Costs		Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	33%	0%	61%	50%	0%	0%
Dental	22%	0%	50%	50%	0%	0%
Vision	17%	0%	28%	0%	0%	0%
Life	28%	0%	28%	0%	0%	0%
Sick Leave	61%	50%	0%	0%	0%	0%
Vacation	89%	50%	0%	0%	0%	0%
Retirement	22%	50%	6%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	6%	0%	50%	0%	0%	0%

Other: 401 K Plan.%

## **Promotional Opportunities:**

53% Promote 47% Don't Promote

Promotional opportunities may lead to positions such as Machinist, Mechanic, Load Builder, and Supervisor.

# **Computer Software Sought:**

All employers prefer applicants who are skilled in word processing applications.

#### Wages

_	Range	Median
New, No Experience Unio	\$5.75 to \$9.00	\$7.00
New, Experienced Unio	\$5.75 to \$9.97	\$7.00
3 Years with Firm Unio	\$7.00 to \$10.99	\$8.50

Unionization is negligible for this occupation.

#### Hours:

Most of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week. Some firms reported that employees worked Seasonal, averaging 40 hours per week.

#### **Shifts:**

95% of the employers had day-shift; 21% had swing-shift; 16% had graveyard- shift, and 0% had Other-shift.

# **Employment Trends**

#### **EDD Projections**

1999 Size: Very Large - Approximately 220 employees

1999 Growth Rate: 3.3% - Average 1999 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover:** 3% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training	
Prior Experience in this Occupation Required	11%	0%	89%	24 Months		
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	N/A		
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A		

Technical / Vocational	0%	%	100%	N/A
Training Required				

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

63%	Less than High School
37%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of inventory & interpersonal techniques; ability to operate fork lift, package shipments, and organize goods/merchandise received into stock or inventory. **Important:** knowledge of basic math and process/prepare forms; possession of customer service skills; ability to lift at least 50lbs. repeatedly.

**Other:** knowledge of computers; possession of oral communication skills; ability to keep records, maintain files, and follow and read instructions.

**Training Source**: Training can be obtained through private business, 2-year technical or community college, and adult/secondary school with voacational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8062	14	General Medical & Surgical Hospital
5411	13	Grocery Stores
3585	7	Refrigeration and Heating Equipment
3556	6	Food Products Machinery
5211	5	Lumber and Other Building Materials
	55	Others

# **Recruitment Method:** Three most successful methods:

95%	Walk-In Applicants
63%	Newspaper Ads
58%	Word of Mouth/Window Ad



# **Description**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academics, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	100%	0%	N/A	N/A	N/A	N/A
Dental	100%	0%	N/A	N/A	N/A	N/A
Vision	75%	13%	N/A	N/A	N/A	N/A
Life	38%	0%	N/A	N/A	N/A	N/A
Sick Leave	100%	13%	N/A	N/A	N/A	N/A
Vacation	100%	0%	N/A	N/A	N/A	N/A
Retirement	88%	0%	N/A	N/A	N/A	N/A
Child Care	13%	13%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience	\$5.00 to \$13.75	\$6.20
Union	\$11.25 to \$16.25	\$15.38
New, Experienced	\$5.00 to \$13.75	\$7.48
Union	\$11.25 to \$17.75	\$11.99
3 Years with Firm	\$5.75 to \$14.75	\$9.15
Union	\$12.25 to \$19.00	\$14.38

# **Computer Software Sought:**

Many employers prefer applicants who are skilled in word processing applications.

#### Other:

# **Promotional Opportunities:**

17% Promote 83% Don't Promote

Promotional opportunities may lead to positions such as Administrator or Principal. However, advancement requires achieving the appropriate education.

#### Hours:

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 41 hours per week. Few firms reported that employees worked Part-Time, averaging 15 hours per week.

# **Employment Trends**

# **EDD Projections**

1997 Size: Very Large — Approximately 890 employees

1997 Growth Rate: 2.4% - Slower than average Note: However the current trend in California toward class size reduction should be soon reflected in general teacher shortages, indicating a good outlook for credentialed teachers.

1997 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 260 Job Openings

**Turnover:** 17% annually, based on employers responses.

	Experience Required Training Substitute For Experience	
Always	25%	8%
Usually	33%	8%
Sometimes	33%	58%
Never	8%	25%

#### **Required Training or Certifications**

Employers surveyed required Teaching Credentials, Bachelor Degree, and child development units in college. The average length of training required was 40 months.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in Teaching, units in Child Care Development, or in Day Care Center employment. Employers who require previous experience seek an average of 9 months.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
50%	Bachelor's Degree (4 years)
25%	Graduate Study

#### **Licensing / Certification:**

The requirements for a credential to teach in California public classrooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** Knowledge of classroom management, audiovisual teaching techniques, grading standards, tutoring techniques, early childhood development, and variety of cultures; possession of State Teacher's Certification, oral communication skill, and patience; ability to administer first aid and write effectively.

**Important:** knowledge of problem solving techniques, record keeping and algebra; possession of artistic and musical skills.

**Other:** knowledge of counseling techniques; possession of Spanish language fluency; ability to analyze and solve problems, work long hours, and interact well with others.

**Training Source**: Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
8211	100	Elementary & Secondary Schools

#### **Recruitment Method:**

Almost all employers recruit applicants through newspaper ads.



# **Description**

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Includes only employees who primarily repair and change tires.

#### **Alternate Job Titles**

Mechanic, General Service, and Station Attendant.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	46%	0%	N/A	N/A	N/A	N/A
Dental	26%	0%	N/A	N/A	N/A	N/A
Vision	6%	0%	N/A	N/A	N/A	N/A
Life	6%	0%	N/A	N/A	N/A	N/A
Sick Leave	20%	0%	N/A	N/A	N/A	N/A
Vacation	33%	0%	N/A	N/A	N/A	N/A
Retirement	6%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience	\$4.25 to \$6.00	\$4.50
Union New, Experienced	\$5.00 to \$9.00	\$5.10
Union		73.23
3 Years with Firm Union	\$5.75 to \$10.50	\$6.50

# **Computer Software Sought:**

A few employers want their employees in this occupation to be proficient in database programs.

#### Other:

# **Promotional Opportunities:**

43% Promote 57% Don't Promote

Promotional opportunities may lead to positions such as Line Mechanic and Assistant Manager.

# **Employment Trends**

# **EDD Projections**

1996 Size: Small — Approximately 30 employees 1996 Growth Rate: 1.2% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 7 Job Openings

**Turnover:** 16% annually, based on employers responses.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Part-Time, averaging 32 hours per week.

	Experience Required Training Substitute For Experience	
Always	27%	40%
Usually	20%	7%
Sometimes	7%	27%
Never	47%	27%

#### **Required Training or Certifications**

None was reported by the employers surveyed.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Gas Station Attendant, Tire Repairer, or Mechanic. These employers tend to hire applicants with an average of 9 months of experience.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safe equipment operating procedures, use hydraulics jack, and hazardous materials; possession of mechanical aptitude and skills in applying glues, patches, and plugs; ability to tire changing, balance tires, and operate hydraulic equipment. **Important:** knowledge of basic math; possession of oral communication skills; ability to use hand tools, work independently, lift 100 lbs. repeatedly, and do routine work. **Other:** knowledge of new equipment and wheel types; ability to use new tire machines and use computers.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

7%	Less than High School
86%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

#### Where the Jobs Are:

SIC	%	Description
5531	80	Auto And Home Supply Stores
4213	8	Trucking, Except Local
	12	Others

# **Licensing / Certification:**

None.

#### **Recruitment Method:**

Most employers recruit unsolicited applicants. Some used recruiting through newspaper ads, Private Industry Council, and through radio. Word by mouth and public school or program referrals were used by some employers as well.



# **Description**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

#### **Alternate Job Titles**

Merchandise Replenishing Team, Store Clerk, Retail Nursery Workers, Warehouse Shipping Clerk, Stock Room Expediter, Warehouse and Inventory

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	89%	5%	N/A	N/A	N/A	N/A
Dental	63%	5%	N/A	N/A	N/A	N/A
Vision	42%	5%	N/A	N/A	N/A	N/A
Life	42%	0%	N/A	N/A	N/A	N/A
Sick Leave	57%	5%	N/A	N/A	N/A	N/A
Vacation	78%	5%	N/A	N/A	N/A	N/A
Retirement	52%	5%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Union	\$4.25 to \$10.50	\$6.75
New, Experienced Union	\$5.00 to \$14.00	\$7.80
3 Years with Firm Union	\$5.75 to \$16.82	\$9.21

Unionization is negligible for this occupation.

# **Computer Software Sought:**

Most employers want their employees in this occupation to be proficient in word processing. Many employers need their employees to have database programs knowledge.

#### Other:

#### **Promotional Opportunities:**

74% Promote 26% Don't Promote

Promotional opportunities may lead to positions such as Customer Service Representative, Office Clerk, Store Clerk II, Office Manager, Crew Leader, and Supervisor. Also, promotions/ advancements may be dependent upon job opening availability which imply, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

#### Hours:

Most of the firms surveyed reported that employees worked Full-Time, averaging 39 hours per week. Some firms reported that employees worked Part-Time, averaging 24 hours per week.

# **Employment Trends**

#### **EDD Projections**

1996 Size: Very Large — Approximately 210 employees 1996 Growth Rate: 2.4% - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 57 Job Openings

**Turnover:** 3% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	16%	21%
Usually	16%	32%
Sometimes	42%	32%
Never	26%	16%

#### **Required Training or Certifications**

On-the-job training may also be requested. One employer required the employee to have a fork lift training and certificate.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were Receiving Clerk or Checking, These employers tend to hire applicants with an average of 12 months of experience.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of personal computers or computers terminals, inventory techniques, record keeping, and problem solving; ability to operate fork lift, lift at least 60 lbs. repeatedly, and use a calculator.

#### **Important:**

**Other:** ability to interact well with others, work under pressure, follow oral instructions, and write legibly.

**Training Source**: Trainees usually develop the necessary skills on the job.

## **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Somewhat Difficult

Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
84%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

#### Where the Jobs Are:

SIC	%	Description
2759	24	Commercial Printing
7372	8	Prepackaged Software
4311	7	U.S. Postal Service
5211	6	Lumber And Other Building Materia
	55	Others

#### **Recruitment Method:**

Most employers recruit applicants through employees' referrals and newspaper ads.



#### **Description**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

#### **Alternate Job Titles**

Pump Installer & Field Repair.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	50%	0%	31%	0%	6%	0%
Dental	25%	0%	19%	0%	6%	0%
Vision	13%	0%	13%	0%	0%	0%
Life	50%	0%	13%	0%	0%	0%
Sick Leave	19%	0%	0%	0%	0%	0%
Vacation	75%	0%	0%	0%	0%	0%
Retirement	38%	0%	0%	0%	6%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	50%	0%	0%	0%	0%	0%

Other: 401 K Plan.%

## **Promotional Opportunities:**

6% Promote 94% Don't Promote

Promotional opportunity may lead to a position such as Boom Truck Operator.

# **Computer Software Sought:**

No computer skills were reported.

#### Wages

		Range	Median
New, No Experience	Union	\$8.00 to \$11.25	\$9.00
New, Experienced	Union	\$8.00 to \$13.75	\$10.00
3 Years with Firm	Union	\$10.00 to \$16.25	\$12.00

In Madera County firms related to agricultural field tend to pay a percentage of the load, which is usually 25% to 28% of the load. Also, firms tend to pay per mile rather than by the load.

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 44 hours per week. Few firms reported that employees worked Seasonal, averaging 40 hours per week.

#### **Shifts:**

63% of the employers had day-shift; 0% had swing-shift; 0% had graveyard-shift, and 38% had Other-shift (Flexible schedule depending on needs).

# **Employment Trends**

#### **EDD Projections**

1999 Size: Very Large - Approximately 300 employees

**1999** Growth Rate: 1% - Slower than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 50 Job openings

**Turnover:** 10% annually, based on employers responses.

	Yes	Not Re- quired But Preferred	No	Average Length	Type Of Experience or Training
Prior Experience in this Occupation Required	69%	31%	0%	19 Months	
If Required or Preferred, Is Experience in other Occupations Accepted?	13%		88%	11 Months	Driver
If Required or Preferred will Training Substitute For Experience?	6%		94%	2 Months	

Technical / Vocational Training Required	38%	0%	63%	 Class A License, and Truck School.
0 1				

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Very Difficult

Inexperienced: Very Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

63%	Less than High School
38%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

All heavy truck drivers are required to obtain a special Commercial Driver's License (CDL) from the State in which they live. To qualify for a CDL, applicants must pass a knowledge test and demonstrate that they can operate a commercial truck safely. The U. S. Department of Transportation establishes minimum qualifications for truck drivers who are engaged in interstate commerce. A driver must be at least 21 years old and pass a physical examination. Good hearing, 20/40 vision with or without glasses or corrective lenses, normal use of arms and legs (unless a waiver is obtained), and normal blood pressure are the main physical requirements. In addition, drivers must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of safety procedure, record keeping, and driving log book; possession of good DMV record; ability to drive tractor-trailer trucks, long distance truck driving, loading/unloading freight, and lift at least 75 lbs.

**Important:** knowledge of basic mathematical computations and local streets; possession of map reading skills; ability to read/follow instructions, and read invoices.

**Other:** knowledge of weights and measurements; ability to complete forms and work independently.

**Training Source**: Training can be obtained through private and public technical-vocational schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
4213	33	Trucking, except Local
4212	26	Local Trucking, without Storag
	41	Others

# **Recruitment Method:** Three most successful methods:

94%	Walk-In Applicants
75%	Employee Referrals
56%	Word of Mouth

WORKERS



# **Description**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

#### **Alternate Job Titles**

Delivery Drivers, Boom Truck Driver, Rig Puller, Delivery, and Clean Up.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	61%	17%	N/A	N/A	N/A	N/A
Dental	28%	11%	N/A	N/A	N/A	N/A
Vision	17%	6%	N/A	N/A	N/A	N/A
Life	22%	6%	N/A	N/A	N/A	N/A
Sick Leave	50%	11%	N/A	N/A	N/A	N/A
Vacation	67%	11%	N/A	N/A	N/A	N/A
Retirement	17%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median
New, No Experience Unio	\$5.75 to \$11.50	\$6.00
New, Experienced Unio	\$5.75 to \$12.50	\$6.62
3 Years with Firm Unio	\$6.25 to \$15.00	\$8.50

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

33% Don't Promote 67% Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

# **Employment Trends**

# **EDD Projections**

1998 Size: Very Large - Approximately 220 employees 1998 Growth Rate: 2.9% - Slower than the average

1998 Madera County Growth: 3.2%

7 Years Projection (1995-2002): 60 Job Openings

#### **Hours:**

Many of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Many firms reported that employees worked Part-Time, averaging 24 hours per week.

**Turnover:** 30% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	17%	61%
Usually	17%	22%
Sometimes	11%	11%
Never	56%	6%

#### **Required Training or Certifications**

Among the certification required were Class or B driver's license, Hazardous Chemical License, Certificate of Completion of Hazardous Material, and clean DMV record.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in the occupation or related field. Employers who require previous experience seek an average of 8 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of record keeping; possession of map reading skills and oral communication skills; ability t read/follow instructions, work independently, write legibly, read invoices, and load/unload freight.

**Important:** possession of public contact skills; ability to work on a timely fashion and lift at least 25 lbs.

**Other:** knowledge of local streets and product knowledge; possession of a good DMV record.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

# **Licensing / Certification:**

None.

#### Where the Jobs Are:

SIC	%	Description	
5531	5	Auto & Home Supply Stores	
5211	6	Lumber & Other Building Materials	
2711	11	Newspapers	
4212	16	Local Trucking, Without Storage	
	62	Others	

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants. Most recruit by employees' referrals and newspaper ads.

# TORKFORCE OES 490111

# **Description**

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Does not include workers who primarily sell vehicle parts and accessories.

#### **Alternate Job Titles**

No alternate job titles were reported.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	54%	0%	N/A	N/A	N/A	N/A
Dental	46%	0%	N/A	N/A	N/A	N/A
Vision	15%	0%	N/A	N/A	N/A	N/A
Life	15%	0%	N/A	N/A	N/A	N/A
Sick Leave	38%	0%	N/A	N/A	N/A	N/A
Vacation	54%	0%	N/A	N/A	N/A	N/A
Retirement	23%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

3		Range	Median
New, No Experience		\$5.75 to \$11.50	\$5.75
	U <b>nion</b>	\$5.75 to \$13.50	\$5.75
New, Experienced U	Union	\$5.75 to \$15.50	\$5.75
3 Years with Firm	T	\$5.75 to \$15.25	\$5.75
•	<b>Jnion</b>		

# **Computer Software Sought:**

No computer skills were reported.

#### Other:

# **Promotional Opportunities:**

62% Don't Promote 38% Promote

Promotional opportunity may lead to a position such as Manager.

# **Employment Trends**

# **EDD Projections**

1998 Size: N/A

1998 Growth Rate: N/A

1998 Madera County Growth: 3.2% 7 Years Projection (1995-2002): N/A

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 44 hours per week. Few firms reported that employees worked Part-Time, averaging 15 hours per week.

**Turnover:** 26% annually, based on employers responses.

	Experience Required	Training Substitute For Experience
Always	31%	23%
Usually	15%	38%
Sometimes	31%	31%
Never	23%	8%

#### **Required Training or Certifications**

None.

#### **Recognized Related Work Experience**

Acceptable work experience by employers were in the occupation or related field.. Employers who require previous experience seek an average of 12 months.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of inventory and sales techniques; possession of public contact skills, good grooming skills, and oral communications skills; ability to stand continuously for 2 or more hours

**Important:** knowledge of basic math; possess tact and patience; ability to deal with difficult customers, write legibly, and work on commission-only basis.

**Other:** possess computer familiarity.

**Training Source**: Trainees usually develop the necessary skills on the job.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: A Little Difficult Inexperienced: A Little Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

0%	Less than High School			
100%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

#### Where the Jobs Are:

SIC % Description

Not Available Data

#### **Licensing / Certification:**

None.

#### **Recruitment Method:**

Almost all employers recruit unsolicited applicants. Most recruit through newspaper ads.



# **Description**

Waiters and Waitersses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well at tables. Does not include workers who only work at counters.

#### **Alternate Job Titles**

Server and Cashier.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	13%	0%	N/A	N/A	N/A	N/A
Dental	6%	0%	N/A	N/A	N/A	N/A
Vision	0%	0%	N/A	N/A	N/A	N/A
Life	0%	0%	N/A	N/A	N/A	N/A
Sick Leave	6%	0%	N/A	N/A	N/A	N/A
Vacation	13%	0%	N/A	N/A	N/A	N/A
Retirement	0%	0%	N/A	N/A	N/A	N/A
Child Care	0%	0%	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A	N/A	N/A

#### Wages

	Range	Median			
New, No Experience	\$4.25 to \$9.25	\$4.25			
New, Experienced	\$4.25 to \$14.25	\$4.25			
3 Years with Firm	\$4.25 to \$24.25	\$5.00			
Uı	ion				

Extreme wages reported in this occupation can be attributed to the tips/commissions factor. Basic wage is \$4.25. However, tips/commissions range from \$10.00 to \$20.00/hour or 10% to 15% over tab, depending on the level of experience associated with thi

# **Computer Software Sought:**

Some employers want their employees in this occupation to be proficient in spreadsheet and Pos System.

#### Other:

# **Promotional Opportunities:**

20% Promote 80% Don't Promote

Promotional opportunities may lead to positions such as Manager and Assistant Manager.

# **Employment Trends**

# **EDD Projections**

1996 Size: Very Large – Approximately 350 employees 1996 Growth Rate: 2.3 % - Slower than the average

1996 Madera County Growth: 4.2%

7 Years Projection (1995-2002): 179 Job Openings

#### **Hours:**

Most of the firms surveyed reported that employees worked Part-Time, averaging 25 hours per week. Some firms reported that employees worked Full-Time, averaging 36 hours per week.

**Turnover:** 14% annually, based on employers responses.

	Experience Required	Training Substitute For Experience		
Always	0%	47%		
Usually	33%	33%		
Sometimes	7%	7%		
Never	60%	13%		

#### **Required Training or Certifications**

Employers required health certificate.

#### **Recognized Related Work Experience**

Acceptable work experience by employers was as a Server. These employers tend to hire applicants with an average of 11 months of experience.

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants: Experienced: Not Difficult Inexperienced: Not Difficult

**Education:** Level for the most recent hires in the past 12 months reported by surveyed employers:

7%	Less than High School			
86%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

# **Licensing / Certification:**

None.

# **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of cash handling and basic mathematical computation; possession of grooming standards and public contact skills; ability to operate a computerized cash register, lift at least 30 lbs., and stand for prolonged periods.

**Important:** possession of good memory skills and oral communication skills; ability to interact well with others.

**Other:** ability to work under pressure, work with close supervision, and write legibly.

**Training Source**: Training can be obtained through public and private vocational schools, and restaurant associations. Trainees usually develop the necessary skills on the job. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
5812	78	Eating Places
7011	17	Hotels and Motels
	5	Others

#### **Recruitment Method:**

Most employers recruit unsolicited applicants . Many recruit through newspaper ads.



#### **Description**

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

#### **Alternate Job Titles**

Autobody Technician and Maintenance & Reel Builder.

#### **Benefits**

	Employer	Paid	Share	Costs	Employee	Paid
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Medical	41%	0%	41%	0%	0%	0%
Dental	12%	0%	29%	0%	0%	0%
Vision	6%	0%	18%	0%	0%	0%
Life	24%	0%	18%	0%	0%	0%
Sick Leave	53%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	24%	0%	12%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	29%	0%	6%	0%	0%	0%

**Other:** 401 K Plan and Holidays.%

# **Promotional Opportunities:**

35% Don't Promote 65% Promote

Promotional opportunities may lead to positions such as into a higher level of Welding, Supervisor, Foreman, Estimator, and Senior Fabricator.

# **Computer Software Sought:**

No computer skills were reported.

#### Wages

		Range	Median
New, No Experience	Union	\$6.00 to \$8.50	\$6.00
New, Experienced	Union	\$6.50 to \$13.00	\$8.25
3 Years with Firm	Union	\$8.50 to \$16.00	\$11.50

#### **Hours:**

Almost All of the firms surveyed reported that employees worked Full-Time, averaging 40 hours per week. Few firms reported that employees worked Temporary/On Call basis, averaging 40 hours per week.

#### **Shifts:**

100% of the employers had day-shift; 18% had swing-shift; 6% had graveyard-shift, and 0% had Other-shift.

# **Employment Trends**

#### **EDD Projections**

**1999** Size: Large - Approximately 140 employees **1999** Growth Rate: 10% - Much faster than average

**1999** Madera County Growth: 3.2%

7 Years Projection (1995-2002): 90 Job openings

**Turnover:** 11% annually, based on employers responses.

Ziperionee unu Tuming et Zimpleyets teespense						
	Yes	Not Required But Preferred	No	Average Length	Type Of Experience or Training	
Prior Experience in this Occupation Required	82%	12%	6%	25 Months		
If Required or Preferred, Is Experience in other Occupations Accepted?	19%		81%	12 Months	Machinist, Mechanic, and Fabricator	
If Required or Preferred will Training Substitute For Experience?	19%		81%	9 Months		

Technical / Vocational	0%	18%	82%	3 Months	Welding, ICAR, and ASE
Training Required					

# **Supply and Demand:**

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult

Inexperienced: Moderately Difficult

**Education:** Minimum level of education required by employers when hiring an applicant:

71%	Less than High School			
29%	HS or Equivalent			
0%	Associate Degree (2 years)			
0%	Bachelor's Degree (4 years)			
0%	Graduate Study			

#### **Licensing / Certification:**

Certified Welder. A process whereby the employer sends a worker to an institution, such as an independent testing lab or technical school, to weld a test specimen to specific codes and standards required by the employer. The testing procedures are based on the standards and codes set by one of several industry associations with which the employer may be affiliated.

#### **Desired Qualifications Based On Employers Responses:**

**Essential:** knowledge of metallurgical engineering principles, soldering techniques to electronics, metal shaping processes, and basic math; possession of Welder Certification; ability to operate precision measuring tools and equipment in industrial production, assemble metal components, combination weld, mechanical aptitude, and read blueprints/technical drawings.

**Important:** knowledge of quality assurance techniques, fabrication techniques, Basic math computations, and fire suppression methods in industrial emergencies; ability to gas weld, and use hand/power tools.

**Other:** knowledge of record keeping, and understanding operating manuals; ability of report writing, and move & lift heavy objects.

**Training Source**: Training can be obtained through 2-year technical or community college, and adult school with vocational program. The Armed Forces operate welding schools as well. Training can range from a few days of school or on-the-job training for low skilled positions to several years of school and 0on-thr-job training for highly skilled jobs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

#### Where the Jobs Are:

SIC	%	Description
3585	52	Refrigeration and Heating Equipment
7692	17	Welding Repair
3523	8	Farm Machinery and Equipment
5012	7	Automobiles and Other Motor Vehicle
	16	Others

#### **Recruitment Method:** Three most successful methods:

94%	Walk-In Applicants
71%	Newspaper Ads
53%	Employee Referrals

# Training Directory



# **Community Business School**

Address	Phone
3800 McHenry Ave. #M	(209)529-3648
Modesto, CA. 95356	FAX(209)529-0456
Contact	Web Site
Mr. Zane Shaeffer	www.jps.net/combuss

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Office Trainee w/Trainee Skills		
<b>Tuition:</b> \$5,150.00	Requirements:	
Registration: \$150.00	H.S./GED or Pass Entrance Exam	
Course Length: 12 Weeks	Prerequisite:	
Received upon Completion:	Same as requirements	
Certificate of Achievement	•	
Spanish Course Available:	No	
Dungram Objectives Computer training narrall general account principles hydreting healthcoming data entry		

**Program Objective:** Computer training, payroll, general account principles, budgeting, bookkeeping, data entry, invoicing, purchase orders, maintain company accounts, office phone procedures, voice training, secretarial skills, filing, grammar, customer service, office organization, customer relations, workshops.

# **Central Valley Opportunity Center**

Address	Phone
209 East 7th Street	(559)674-0971
Madera, CA. 93638	FAX(559)673-8556
Contact	Web Site
Mr. Mark Lozada	www.elite.net/~cvocplan/

No	Financial Aide	Yes	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	Yes	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
Yes	Open Entry	No	Special Program	Yes	Disabled Student Access

Lithography/Computer Graphics			
<b>Tuition:</b> \$4,202.00	Requirements:		
Registration: \$75.00	None		
Course Length: 22 Weeks	Prerequisite:		
Received upon Completion:	Read/Write 6th Grade Level, Lift 25 lbs.		
Certificate of Achievement			
Spanish Course Available:	Yes		

**Program Objective:** Basic skills of the offset printing industry. Basic training in the operation of small, sheetfed & duplicator presses used for printing one & two color jobs. Training in shop safety, camera copy, computer graphics layout, halftone photography, darkroom procedures, plate making/stripping, color reproduction, press operations, and bindery.

Production & Industrial Maintainance Welding		
<b>Tuition:</b> \$4,206.00	Requirements:	
Registration: \$75.00	None	
Course Length: 22 Weeks	Prerequisite:	
Received upon Completion:	Read/Write 6th Grade Level, Lift 40 lbs.	
Certificate of Achievement		
Spanish Course Available:	Yes	

**Program Objective:** Basic skills of the welding trade. Basic training in gas & oxyacetylene cutting & welding, electric arc welding, MIG (Metallic inert gas) welding, TUG (Tungsten inert Gas), welding, layout & blueprint reading, computer MIG welder plasma torch cutting, basic machinery maintenance, basic electricity.

General Cooking Occupation	
<b>Tuition:</b> \$2,413.00	Requirements:
Registration: \$75.00	None
Course Length: 12 Weeks	Prerequisite:
Received upon Completion:	Read/Write 6th Grade Level, Lift 25 lbs., TB Test
Certificate of Achievement	
Spanish Course Available:	Yes

**Program Objective:** Planning & preparation of foods, sanitation required for the proper cleaning of equipment, cooking utensils, & work area. Entry level job skills necessary including sanitation & safety measures.

Automobile Repair		
<b>Tuition:</b> \$4,289.00	Requirements:	
Registration: \$75.00	None	
Course Length: 22 Weeks	Prerequisite:	
Received upon Completion:	Read/Write 6th Grade Level, Lift 40 lbs., Drivers License	
Certificate of Achievement		
Spanish Course Available:	Yes	
Program Of the The chication is to six dispute the enterplant is helilly accommon to act with following		

**Program Objective:** The objective is to give clients the entry level job skills necessary to enter the following fields: oil change and lubrication, tire technician, entry-level alignment technician, entry-level brake service technician, entry-level tune-up technician, & mechanics helper.

Advanced Business Occupation	
<b>Tuition:</b> \$3,837.00	Requirements:
Registration: \$75.00	None
Course Length: 22 Weeks	Prerequisite:
Received upon Completion: Certificate of Achievement	Read/Write 6th Grade Level, Able to sit long periods, manual dexterity
Spanish Course Available:	Yes

**Program Objective:** Fundamental skills such as English, math, introductory typing, office skills & job search/retention skills. Also includes: 10-key, microsoft word, microsoft power point, microsoft excel, office skills, computerized accounting, introduction to wordperfect, and introduction to lotus 1-2-3.

General Business Occupations	
<b>Tuition:</b> \$3,837.00	Requirements:
Registration: \$75.00	None
Course Length: 22 Weeks	Prerequisite:
Received upon Completion:	Read/Write 6th Grade Level, Able to sit long periods, manual
Certificate of Achievement	dexterity
Spanish Course Available:	Yes
Program Objective: Fundamental skilss su	ich as English Math Introductory Typing Office Skillss & Joh

**Program Objective:** Fundamental skilss such as English, Math, Introductory Typing, Office Skillss & Job Search/Retention skills. Also includes 10-key, Microsoft Word, Microsoft Power Point, Microsoft Excel, Office Skills, Computerized Accounting, Intro to WordPerfect & Lotus 1-23.

Fresno Institute Of Technology

Address	Phone
731 West Shaw Ave.	(559)297-4500
Clovis, CA. 93612	FAX(559)297-5822
Contact	Web Site
Mr. Amauri Sandoval	www.fresnotech.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Computer Systems Technician	
<b>Tuition:</b> \$3,276.00	Requirements:
Registration: \$75.00	H.S./GED & pass Entrance Exam
Course Length: 3 Months	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Completion	
Spanish Course Available:	No

**Program Objective:** The graduate will possess the skills to perform at an entry level position in the field of computer system repair. They will have the ability to analyze, troubleshoot, and repair digital, and microprocessing circuitry. Training includes computer repair and familiarization with several software packages. The course includes a strong computer systems theory background which provides the skills necessary for troubleshooting and repairing modern computer equipment.

Computer Systems Technician		
<b>Tuition:</b> \$7,375.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 7 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Diploma		
Spanish Course Available:	No	

**Program Objective:** The graduate will possess the skills to perform at an entry level position in the field of computer system repair. They will have the ability to analyze, troubleshoot, and repair digital, and microprocessing circuitry. Training includes computer repair and familiarization with several software packages. The course includes a strong computer systems theory background which provides the skills necessary for troubleshooting and repairing modern computer equipment.

Computerized Accounting		
<b>Tuition:</b> \$3,876.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 4 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Certificate of Completion		
Spanish Course Available:	No	

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an entry level position of employment in the business field utilizing skills and abilities obtained through their educational experience. The graduate will have the ability to type a minimum of 45 wpm, utilize the 10-key by touch, and possess the knowledge of several software applications. They will be able to prform beginning and intermediate word processing tasks, appoly the basic principles of accounting to computer applications and spreadsheets and satisfy entry-level bookkeeping requirements, along with presenting a professional appearance and demeanor on the job, and communicatinf effectively with co-workers and supervisors.

Computerized Accounting		
<b>Tuition:</b> \$7,425.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 7 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Diploma	•	
Spanish Course Available:	No	

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an entry level position of employment in the business field utilizing skills and abilities obtained through their educational experience. The graduate will have the ability to type a minimum of 45 wpm, utilize the 10-key by touch, and possess the knowledge of several software applications. They will be able to prform beginning and intermediate word processing tasks, appoly the basic principles of accounting to computer applications and spreadsheets and satisfy entry-level bookkeeping requirements, along with presenting a professional appearance and demeanor on the job, and communicatinf effectively with co-workers and supervisors.

Health Insurance Specialist	
<b>Tuition:</b> \$4,662.00	Requirements:
Registration: \$75.00	H.S./GED & pass Entrance Exam
Course Length: 5 Months	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Completion	
Spanish Course Available:	No

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an entry level position of employment in the business field utilizing skills and abilities obtained through their educational experience. The graduate will have the ability to type a minimum of 45 wpm, utilize the 10-key by touch, and possess the knowledge of several software applications. The program also includes introduction to medical billing; Medical Manager software; Reference/COB/abreviations; Laws and Ethics; ICD.9 and CPT.4 coding; insurance billing forms; dental claims forms; insurance contract provisions; medical and dental terminology, and Health Insurance Specialist computer software.

Health Insurance Specialist	
<b>Tuition:</b> \$7,275.00	Requirements:
Registration: \$75.00	H.S./GED & pass Entrance Exam
Course Length: 7 Months	Prerequisite:
Received upon Completion:	Same as Requirements
Diploma	
Spanish Course Available:	No
Spanish Course Available:	No

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an entry level position of employment in the business field utilizing skills and abilities obtained through their educational experience. The graduate will have the ability to type a minimum of 45 wpm, utilize the 10-key by touch, and possess the knowledge of several software applications. The program also includes introduction to medical billing; Medical Manager software; Reference/COB/abreviations; Laws and Ethics; ICD.9 and CPT.4 coding; insurance billing forms; dental claims forms; insurance contract provisions; medical and dental terminology, and Health Insurance Specialist computer software.

# Fresno Institute Of Technology

Address	Phone
731 West Shaw Ave.	(559)297-4500
Clovis, CA. 93612	FAX(559)297-5822
Contact	Web Site
Mr. Amauri Sandoval	www.fresnotech.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Electronic Systems Technician			
<b>Tuition:</b> \$7,275.00	Requirements:		
Registration: \$75.00	H.S./GED & pass Entrance Exam		
Course Length: 24 Weeks	Prerequisite:		
Received upon Completion:	Same as Requirements		
Diploma			
Spanish Course Available:	No .		

**Program Objective:** The graduate will possess the skills to perform at an entry level position in the field of Electronics Technology. They will have the ability to analyzer, troubleshoot, and repair analog, digital, and microprocessing circuitry. The course includes a strong electronics theory background that provides the skills necessary for troubleshooting and repairing modern electronic equipment. Training also includes computer hardware basics and a familiarity with several software packages.

Electronic Systems Technician		
<b>Tuition:</b> \$5,472.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 24 Weeks	Prerequisite:	
Received upon Completion:	Same as Requirements	
Diploma	•	
Spanish Course Available: No		
<b>Program Objective:</b> The graduate will possess the skills to perform at an entry level position in the field of		

**Program Objective:** The graduate will possess the skills to perform at an entry level position in the field of Electronics Technology. They will have the ability to analyzer, troubleshoot, and repair analog, digital, and microprocessing circuitry. The course includes a strong electronics theory background that provides the skills necessary for troubleshooting and repairing modern electronic equipment. Training also includes computer hardware basics and a familiarity with several software packages.

Electronic Systems Technician			
Requirements:			
H.S./GED & pass Entrance Exam			
Prerequisite:			
Same as Requirements			
No			

**Program Objective:** The graduate will possess the skills to perform at an entry level position in the field of Electronics Technology. They will have the ability to analyzer, troubleshoot, and repair analog, digital, and microprocessing circuitry. The course includes a strong electronics theory background that provides the skills necessary for troubleshooting and repairing modern electronic equipment. Training also includes computer hardware basics and a familiarity with several software packages.

Computerized Office Administration		
<b>Tuition:</b> \$3,876.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 4 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Certificate of Completion		
Spanish Course Available:	No	

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an entry level position of employment in the business field utilizing skills and abilities obtained through their educational experience. The graduate will have the ability to type a minimum of 45 wpm, utilize the 10-key by touch, and possess the knowledge of several software applications. They will be able to perform beginning and intermediate word processing tasks, satisfy entry-level spreadsheet and bookkeeping requirements, along with presenting a professional appearance and demeanor on the job, and communicating effectively with co-workers and supervisorsd.

Data Communications Specialist		
<b>Tuition:</b> \$8,825.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 11 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Diploma		
Spanish Course Available:	No	

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an intermediate and advanced leverl position of employment in the data communications field utilizing skills and abilities obtained through their educational experience.

Network Software Engineer		
<b>Tuition:</b> \$9,225.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 11 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Diploma		
Spanish Course Available:	No	

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek certification as a Microsoft Certified Software Engineer, which allows the graduate to gain employment as a Microsoft Windows NT System Administrator.

# Fresno Institute Of Technology

Address	Phone
731 West Shaw Ave.	(559)297-4500
Clovis, CA. 93612	FAX(559)297-5822
Contact	Web Site
Mr. Amauri Sandoval	www.fresnotech.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Heating, Ventilation, and Air Conditioning		
<b>Tuition:</b> \$8,050.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 30 Weeks	Prerequisite:	
Received upon Completion: Diploma	Same as Requirements	
Spanish Course Available: No		
<b>Program Objective:</b> Upon successful completion, the graduate will have successfully obtained the knowledge and skills necessary to pass the EPA Certification Exam.		

Pharmacy Technician		
<b>Tuition:</b> \$7,275.00	Requirements:	
Registration: \$75.00	H.S./GED & pass Entrance Exam	
Course Length: 7 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Diploma		
Spanish Course Available:	No	
Program Objective: The graduate will have	e acquired didactic knowledge in terminoly law anatomy and	

**Program Objective:** The graduate will have acquired didactic knowledge in terminoly, law, anatomy and physiology and will have covered drug calculation, sterile techniques, distribution system as well as an overview of drugs used in various systems.

Computerized Office Administration		
Requirements:		
H.S./GED & pass Entrance Exam		
Prerequisite:		
Same as Requirements		
No		

**Program Objective:** Upon successful completion the graduate will have successfully obtained knowledge and skills necessary to seek an entry level position of employment in the business field utilizing skills and abilities obtained through their educational experience. The graduate will have the ability to type a minimum of 45 wpm, utilize the 10-key by touch, and possess the knowledge of several software applications. They will be able to perform beginning and intermediate word processing tasks, satisfy entry-level spreadsheet and bookkeeping requirements, along with presenting a professional appearance and demeanor on the job, and communicating effectively with co-workers and supervisorsd.

# **Galen College**

Address	Phone
1325 North Wishon	(559)264-9726
Fresno, CA. 93728	FAX(559)264-0985
Contact	Web Site
Ms. Sandra Carlton-Marquez	www.galencollege@psnw.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
Yes	Open Entry	No	Special Program	Yes	Disabled Student Access

Medical Assisting	
<b>Tuition:</b> \$6,425.00	Requirements:
Registration: \$75.00	18 yrs old, permanent residence, H.S./GED or pass Entrance Exam
Course Length: 8.5 to 9.5 Months	Prerequisite:
Received upon Completion:	Same as Requirements
Diploma	
Spanish Course Available:	No

**Program Objective:** Prepare students to be capable & skillful entry-level assistant to the Doctor. Theoretical, laboratory, & clinical instruction in Administration & Clinical office procedures to be competent at an entry-level in a variety of medical environments.

Dental Assisting		
<b>Tuition:</b> \$6,625.00	Requirements:	
Registration: \$75.00	18 yrs old, permanent residence, H.S./GED or pass Entrance Exam	
Course Length: 8.5 to 9.5 Months	Prerequisite:	
Received upon Completion: Diploma	Same as Requirements	
Spanish Course Available:	No	

**Program Objective:** Training w/audiovisual aids, develop & mount through role-palying, proper care of the dental handpiece & instruments, practice four-handed dentristry. The identification of specialty instruments, tray set-ups, & the passing of instruments & syringes to the dentist.

# **Micro Computer Education Center**

Address	Phone
2002 North Gateway Blvd.	(559)456-0623
Fresno, CA. 93727	FAX(559)456-0188
Contact	Web Site
Mr. Rick Trevino	www.mced.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Computer Electronic Technician I	
<b>Tuition:</b> \$4,570.00	Requirements:
Registration: \$75.00	H.S./GED, pass Entrance Exam
Course Length: 6 Months	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Achievement - 90% &	
Type 40 WPM, Certificate of Merit 80-	
90%, Certificate of Completion 70-80%	
Spanish Course Available:	No

**Program Objective:** The program will prepare the student to implement, administer and troubleshoot information systems that incorporate Windows NT technology as well as support Window NT users. This course will prepare a student for a Certification A+, and Microsoft Professional Certification.

Computer Electronic Technician II	
<b>Tuition:</b> \$5,020.00	Requirements:
Registration: \$75.00	H.S./GED, pass Entrance Exam
Course Length: 7 Months	Prerequisite:
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements
Spanish Course Available:	No

**Program Objective:** The program will prepare the student to implement, administer and troubleshoot information systems that incorporate Windows NT technology as well as support Window NT users. This course will prepare a student for a Certification A+, and Microsoft Professional Certification.

Computer Electronic Technician III	
<b>Tuition:</b> \$5,570.00	Requirements:
Registration: \$75.00	H.S./GED, pass Entrance Exam
Course Length: 8 Months	Prerequisite:
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements
Spanish Course Available:	No

**Program Objective:** The program will prepare the student to implement, administer and troubleshoot information systems that incorporate Windows NT technology as well as support Window NT users. This course will prepare a student for a Certification A+, and Microsoft Professional Certification.

Office Automation Technician	
<b>Tuition:</b> \$4,145.00	Requirements:
Registration: \$75.00	H.S./GED, pass Entrance Exam
Course Length: 5 Months	Prerequisite:
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements
Spanish Course Available:	No

**Program Objective:** Introduction to office skills, microcomputers, Microsoft Windows, word processing applications, spreadsheet applications, database management, presentation, scheduling & job search skills.

Word Processor		
<b>Tuition:</b> \$2,378.00	Requirements:	
Registration: \$75.00	H.S./GED, pass Entrance Exam	
Course Length: 3 Months	Prerequisite:	
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements	
Spanish Course Available:	No	
Program Objective: Introduction to office	a skills microcomputers Microsoft Windows and word processing	

**Program Objective:** Introduction to office skills, microcomputers, Microsoft Windows, and word processing applications.

Accounting Clerk			
<b>Tuition:</b> \$4,145.00	Requirements:		
Registration: \$75.00	H.S./GED, pass Entrance Exam		
Course Length: 5 Months	Prerequisite:		
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements		
Spanish Course Available:	No		

**Program Objective:** Introduction to office skills, microcomputers, Microsoft Windows, word processing applications, spreadsheets, introduction to accounting principles, general ledger principals, accounts receivable & payable module, and job search skills.

# **Micro Computer Education Center**

Address	Phone
2002 North Gateway Blvd.	(559)456-0623
Fresno, CA. 93727	FAX(559)456-0188
Contact	Web Site
Mr. Rick Trevino	www.mced.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Administrative Medical Assistant		
<b>Tuition:</b> \$4,145.00	Requirements:	
Registration: \$75.00	H.S./GED, pass Entrance Exam	
Course Length: 5 Months	Prerequisite:	
Received upon Completion:	Same as Requirements	
Certificate of Achievement - 90% &		
Type 40 WPM, Certificate of Merit 80-		
90%, Certificate of Completion 70-80%		
Spanish Course Available:	No	
Program Objective: Introduction to microcomputers, Microsoft Windows, word processing spreadsheet		

**Program Objective:** Introduction to microcomputers, Microsoft Windows, word processing, spreadsheet, medical office procedures, terminology I & II, account and insurance management I, and job search skills.

Automated Office Specialist		
<b>Tuition:</b> \$4,145.00	Requirements:	
Registration: \$75.00	H.S./GED, pass Entrance Exam	
Course Length: 5 Months	Prerequisite:	
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements	
Spanish Course Available: No		
<b>Program Objective:</b> Introduction to microcumputers, Microsoft Windows, word processing, spreadsheet,		

trouble shooting, utilities, local area networks I & II, and job search skills.

Computerized Accounting Clerk		
<b>Tuition:</b> \$5,570.00	Requirements:	
Registration: \$75.00	H.S./GED, pass Entrance Exam	
Course Length: 8 Months	Prerequisite:	
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements	
Spanish Course Available:	No	

Program Objective: Introduction to office skills, microcomputers, Microsoft Windows, word processing applications, spreadsheet applications, database management, Microsoft Powerpoint, Microsoft Schedule, introduction to accounting principles, general ledger principles, accounts receivable/payable module, and job search skills.

Administrative Medical Assistant II (AMA II)		
<b>Tuition:</b> \$5,570.00	Requirements:	
Registration: \$75.00	H.S./GED, pass Entrance Exam	
Course Length: 8 Months	Prerequisite:	
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%		
Spanish Course Available:	No	

**Program Objective:** Introduction to office skills, microcomputers, Microsoft Windows, word processing applications, spreadsheet applications, database management, Microsoft Powerpoint, Microsoft Schedule, medical office procedures terminology I & II, accounting & insurance management I, and job search skills.

Micro Computer Operator		
<b>Tuition:</b> \$5,570.00	Requirements:	
Registration: \$75.00	H.S./GED, pass Entrance Exam	
Course Length: 8 Months	Prerequisite:	
Received upon Completion: Certificate of Achievement - 90% & Type 40 WPM, Certificate of Merit 80- 90%, Certificate of Completion 70-80%	Same as Requirements	
Spanish Course Available:	No	

Program Objective: Introduction to office skills, microcomputers, Microsoft Windows, word processing applications, spreadsheet applications, database management, Microsoft Powerpoint, Microsoft Schedule, utilities, local area networks I & II, and job search skills.

# **National Training Institute**

Address	Phone
1755 North Gateway Boulevard	(559)456-1522
Fresno, CA. 93727	FAX(559)456-4841
Contact	Web Site
Mr. Stan Hall	www.ntiusa.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Electronic Equipment Repair		
<b>Tuition:</b> \$4,600.00	Requirements:	
Registration: \$100.00	16 Yrs old, H.S./GED or Pass NTI's Entrance Test	
Course Length: 15 Weeks	Prerequisite:	
Received upon Completion:	NTI's Entrance Test	
Certificate of Completion		
Spanish Course Available:	Yes	

**Program Objective:** Designed to prepare graduates for entry level position servicing various types of office and electro-mechanical equipment. Course includes: Basic electronics, advanced electronics, & electro-mechanical hands-on.

Computer Service Technician			
<b>Tuition:</b> \$4,600.00	Requirements:		
Registration: \$100.00	16 Yrs old, H.S./GED or Pass NTI's Entrance Test		
Course Length: 15 Weeks	Prerequisite:		
Received upon Completion:	NTI's Entrance Test		
Certificate of Completion			
Spanish Course Available:	No		

**Program Objective:** Designed to prepare graduates for an entry level position working for computer dealers or in a MIS (Management Information Systems) division of a corporation. Will be able to set-up, configure, & install various types of PC hardware & software, & to troubleshoot system problems.

# **Quality College of Health Care Careers**

Address	Phone
1570 North Wishon	(559)497-5050
Fresno, CA. 93728	FAX(559)264-4454
Contact	Web Site
Ms. Lidia Gonzales	www.qualityschool.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Bus Driving	
<b>Tuition:</b> \$3,750.00	Requirements:
Registration: \$100.00	18 Yrs/Under 18 Yrs w/Parental Consent
Course Length: 4 Weeks	Prerequisite:
Received upon Completion:	Entrance Exam
Diploma	
Spanish Course Available:	No No

**Program Objective:** Introduction to Special Driver's Certificate requirements: bus operation, use, laws and regulations, vehicle components, general defensive driving techniques, specialized defensive driving techniques, passenger loading and unloading, emergency procedures, passenger management, acticity trips, special needs passenger, and public relations.

Physical Therapy Aid			
<b>Tuition:</b> \$1,500.00	Requirements:		
Registration: \$100.00	18 Yrs/Under 18 Yrs w/Parental Consent		
Course Length: 18 Weeks	Prerequisite:		
Received upon Completion:	Entrance Exam		
Diploma			
Spanish Course Available:	No		
<b>Program Objective:</b> Introduction to anatomy, treatment & modalities, patient practices/ employment, externship.			

Custodian/Janitor		
<b>Tuition:</b> \$1,000.00	Requirements:	
Registration: \$100.00	18 Yrs/Under 18 Yrs w/Parental Consent	
Course Length: 80 Hrs	Prerequisite:	
Received upon Completion: Diploma	Entrance Exam	
Spanish Course Available:	No	
Program Objective: Standard cleaning methods, equipment identification, safety techniques, and externship/employment.		

Truck Driving		
<b>Tuition:</b> \$3,350.00	Requirements:	
Registration: \$100.00	18 Yrs/Under 18 Yrs w/Parental Consent	
Course Length: 4 Weeks	Prerequisite:	
Received upon Completion:	Entrance Exam	
Diploma		
Spanish Course Available:	No	

**Program Objective:** Department of Motor Vehicles Tests, National License, Commercial Drivers License, safe driving practices, combination vehicles, air brakes, hauling cargo & hazardous materials, final evaluation/employment.

Pharmacy Technician		
<b>Tuition:</b> \$3,169.00	Requirements:	
Registration: \$100.00	18 Yrs/Under 18 Yrs w/Parental Consent, H.S./GED	
Course Length: 18 Weeks	Prerequisite:	
Received upon Completion: Diploma	Entrance Exam	
Spanish Course Available:		

**Program Objective:** Duties, responsibilityies, standards, ethics, laws & regulations. Employing pharmaceutical & medical terms, calculations, pharmacological identifications, clerical, procedures & techniques/employment, lab/externship.

Computerized Office Administration with Microsoft Office				
Tuition: \$3,270.00 Requirements:				
Registration: \$100.00	18 Yrs/Under 18 Yrs w/Parental Consent			
Course Length: 8 Weeks	Prerequisite:			
Received upon Completion:	Entrance Exam			
Diploma				
Spanish Course Available: No				

**Program Objective:** Typing, filing, entering data, answering phones, scheduling appointments, compiling, coding, inputing & maintaining medical records to document patient diagnoses & treatments, preparing & sending out various insurance & other types of medical billing, & performing various related administrative duties.

# San Joaquin Valley College

Address	Phone
295 East Sierra	(559)448-8282
Fresno, CA. 93710	FAX(559)448-8250
Contact	Web Site
Ms. Dee Lockhart/Joanie Sagle	www.sjvc.com

Yes	Financial Aide	No	ESL Courses	Yes	Learning Disability Program
Yes	Tutorial Services	Prep	GED Assists	No	Disabled Student Services
		Courses			
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	0	Special Program	Yes	Disabled Student Access

Administrative Office Profession			
<b>Tuition:</b> \$7,900.00	Requirements:		
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College		
	Director, H.D. Diploma/GED		
Course Length: 31 Weeks	Prerequisite:		
Received upon Completion:	Same as Requirements		
Certificate of Completion			
Spanish Course Available:	No		

**Program Objective:** Introduction to word processing, spreadsheets, and records management, Writing & Composition, Office Administration procedures I & II, college Mathematics & Algebra, business communications procedures, communication systems & applications, and employment skills seminar.

Refrigeration AC Technician			
<b>Tuition:</b> \$6,477.00	Requirements:		
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College Director, H.D. Diploma/GED		
Course Length: 31 Weeks	Prerequisite:		
Received upon Completion:	Same as Requirements plus Mechanical Reasoning Test, and		
Certificate of Completion	Interview with Program Director		
Spanish Course Available:	No		

**Program Objective:** Basic refrigeration theory, & applications, basic electricity theory & applications, basic air conditioning theory & applications, English fundamentals, writing composition, domestic & small commercial electricity, air conditioning systems, & refrigeration applications, mathematics skills, college mathematics & algebra, domestic & small commercial refrigeration theory, employment skills seminars.

<b>Business Administration</b>	
<b>Tuition:</b> \$5,895.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College Director, H.S. Diploma/GED
Course Length: 31 Weeks	Prerequisite:
Received upon Completion: Certificate of Completion	Same as Requirements
Spanish Course Available:	No
Program Objective English fundamentals	introduction to basic work processing & applications, mathematics

**Program Objective:** English fundamentals, introduction to basic work processing & applications, mathematics skills, introduction to spreadsheets, business organization & operation/records management, writing & composition, word processing systems and applications I, college mathematics & algebra, computer file management system I, accounting principles, accounting systems & applicationsI, employment skills seminars.

Health Care Administration	
<b>Tuition:</b> \$5,895.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved By College
	Director, H.S. Diploma
Course Length: 31 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Completion	
Spanish Course Available:	No

**Program Objective:** English fundamentals, introduction to word processing, mathematics skills, introduction to spreadsheets, business organization & operations, records management, writing & composition, medical terminology I, college mathematics & algebra, health care management I, medical insurance principles I, medical insurance computer applications, employment skills seminar.

Office Administration	
<b>Tuition:</b> \$5,895.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College Director, HS Diploma/GED
Course Length: 31 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Completion	
Spanish Course Available:	No

**Program Objective:** English fundamentals, introduction to work processing, mathematics skills, introduction to spreadsheets, business organization & operations, introduction to records management, writing & composition, office administration procedures I & II, college mathematics & algebra, busness communications procedures, communication systems & applications, employment skills seminar.

Veterinary Technology	
<b>Tuition:</b> \$6,170.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College
	Director, H.S. Diploma/GED
Course Length: 31 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements plus grade C or higher in a Life Science
Certificate of Completion	Course (Anatome, Physiology, Biology, Zoology, Botany, and other
	Life Science Courses) or pass Science Aptitude Test with a score
	70% or higher
Spanish Course Available:	No

**Program Objective:** Fundamentals of animal nursing, anatomy & physiology of domestic animals, diseases of domestic animals, introduction to lab procedures, college mathematics & algebra, mathematics skills, pharmacology, writing & composition, English fundamentals, animal surgical & emergency assisting, Veterinary Clinical Rotations I, principles of diagnostic imaging, and employment skills seminar.

# San Joaquin Valley College

Address	Phone
295 East Sierra	(559)448-8282
Fresno, CA. 93710	FAX(559)448-8250
Contact	Web Site
Ms. Dee Lockhart/Joanie Sagle	www.sjvc.com

Yes	Financial Aide	No	ESL Courses	Yes	Learning Disability Program
Yes	Tutorial Services	Prep	GED Assists	No	Disabled Student Services
		Courses			
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Aviation Maintenance Technician	
<b>Tuition:</b> \$13,050.00	Requirements:
Registration: \$300.00	Pass Entrance Exam, Agency Approval, Approved by College
	Director, H.S. Diploma/GED
Course Length: 67 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements plus pass Mechanical Reasoning Test.
Certificate of Completion	
Spanish Course Available:	No

**Program Objective:** Introduction to aviation, aircraft basic science, basic electricity/electronics, reciprocating, engine theory, engine overhaul, sheet metal structures, turbine engines, fuel metering systems, airframe/engine auxiliary systems, propellers, aircraft landing gear/brakes, professional & licensing seminar.

Criminal Justice/Corrections	
<b>Tuition:</b> \$6,168.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College Director, H.S. Diploma/GED
Course Length: 31 Weeks	Prerequisite:
Received upon Completion: Certificate of Completion	Same as Requirements plus be 21 Yrs old, no felonies or prohibited from possessing firearms, no convictions of illegal use/sale of any narcotic/drugs, U.S. Citizen, valid CA. Driver's License, evidence of physical fitness, must have a handgun/holster to participate in range training, pass written career assessment.
Spanish Course Available:	No (POST) in the last of the second s

**Program Objective:** STC correction office academy w/P.O.S.T., criminal law, introduction to administration of justice, writing & composition, English fundamentals, writing for fcriminal justice, college mathematics & algebra, mathemataics skills, ethics & professionalism, employment skills seminar.

Emergency & Safety Management (Loss Prevention)	
<b>Tuition:</b> \$5,895.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College
	Director, H.S. Diploma/GED
Course Length: 31 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements plus be 18 Yrs old, no felonies (for Firearms
Certificate of Completion	Certificate), U.S. Citizen, able to possess firearms under Fed/State
	Laws, have an approved handgun/holster (access to gun)
Spanish Course Available:	No
<b>Program Objective:</b> Emergency medical training, OSHA regulation compliance, emergency care security &	

**Program Objective:** Emergency medical training, OSHA regulation compliance, emergency care security & safety administration, PC832 lows of arrest, PC832 police & security weapons, California law, English fundamentals, computer literacy, mathematics skills, employment skills seminar.

Dental Assisting	
<b>Tuition:</b> \$6,589.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agencyapproval, Approved ny College
	Director, H.S.Diploma/GED
Course Length: 31 Weeks	Prerequisite:
Received upon Completion:	Same as Requierments
Cerfificate of Completion	-
Spanish Course Available:	No

**Program Objective:** Dental science, dental clinic applications I & II, Dental Anatomy, Dental Practice Management, computer literacy & applications, college Mathematics & Algebra, Mathematics skills, Dental Clinical Procedures I & II, Writing & Composition, English fundamentals, Dental Radiology & laboratory, radiology skills lab., employment skills seminar.

Computers & Electronic Technology	
<b>Tuition:</b> \$8,400.00	Requirements:
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College Director, H.a/GED
Course Length: 41 Weeks	Prerequisite:
Received upon Completion:	Same as Requiremtents
Certificate of Completion	
Spanish Course Available:	No

**Program Objective:** Technical Mathematics, computer software & operating systems, component assembly & test equipment lab, DC circuits & lab, AC circuits & lab, semiconductors & lab, digital circuits & lab, employment services seminars.

Health Technician (Restorative Nursing Assistant)	
Requirements:	
Pass Entrance Exam, Agency Approval, Approved by College Director, H. S. Diploma/GED	
Prerequisite:	
Same as Requirements	
No	

**Program Objective:** Introduction to Nursing Science I & II, Nursing Clinical Applications I & II, computer literacy & applications, professionalism in health care, Certified Nursing Procedures, Certified Nursing Clinical Rotations, Home Health Care Procedures & Holistic Health Concepts, Home Health Care Clinical Rotations, employment skills seminar.

# **San Joaquin Valley College**

Address	Phone
295 East Sierra	(559)448-8282
Fresno, CA. 93710	FAX(559)448-8250
Contact	Web Site
Ms. Dee Lockhart/Joanie Sagle	www.sjvc.com

Yes	Financial Aide	No	ESL Courses	Yes	Learning Disability Program
Yes	Tutorial Services	Prep	GED Assists	No	Disabled Student Services
		Courses			
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Clinical & Administrative Medical Asst.			
<b>Tuition:</b> \$6,670.00	Requirements:		
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College		
	Director, H.S. Diploma/GED		
Course Length: 31 Weeks	Prerequisite:		
Received upon Completion:	Same as Requirements		
Certificate of Completion			
Spanish Course Available:	No		

**Program Objective:** Anatomy & Physiology for Health Professionals I & II, Clinical Application I & II, Human Relations & Health Care, Computer Literacy & Applications, Mathematics skills, college Mathematics & Algebra, Medical Assisting Applications I & II, English fundamentals, Writing & Composition, medical office management, office management, computer applications, employment skills seminar.

Travel & Hospitality Services			
<b>Tuition:</b> \$5,895.00	Requirements:		
Registration: \$100.00	Pass Entrance Exam, Agency Approval, Approved by College		
	Director, H.S. Diploma/GED		
Course Length: 31 Weeks	Prerequisite:		
Received upon Completion:	Same as Requirements		
Certificate of Completion			
Spanish Course Available:	No No		

**Program Objective:** Destination Geography, Airling Technology, Automatied Travel Procedures I & II, Travel Agency Procedures & Services, Hospitality Services & Applications, Hospitality Management & Applications, Hospitality Business Administration, Hospitality Business Administration Applications, employment skills seminar.

# **Truck Driving Academy**

Address	Phone
2757 South Golden State Blvd.	(559)233-4700
Fresno, CA. 93725	FAX(559)266-0747
Contact	Web Site
Mr. Joe Delgado	www.tdatraining.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
No	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	1 Mile Away	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Truck Driving Training	
<b>Tuition:</b> \$3,915.00	Requirements:
Registration: \$75.00	18 rs old, HS Diploma/GED or pass an "Ability to Benefit" Exam, pass DMV, physical exam, drug screening, copy of motor vehicle driving record, nd pass entrance exam.
Course Length: 330 Hours	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Completion	
Spanish Course Available:	Yes
D	

**Program Objective:** To train individuals with no prior experience or training for entry level employment as an over-the-road driver or owner/lease operator of a tractor-trailer. Students who complete this coursd will possess the prequisite skills necessary for a successful career in the trucking industry.

# **Western Pacific Truck School**

Address	Phone
4565 North Golden State Blvd.	(559)276-1220
Fresno, CA. 93725	FAX(559)276-2842
	W. L. Ch.
Contact	Web Site
Mr. Rick Rodriguez	www.wptruckschool.com

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
				1/2	
				to	
				3/4	
				Mile	
	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	No	Disabled Student Access

Advanced Tractor Trailor Operator				
<b>Tuition:</b> \$3,570.00	Requirements:			
Registration: \$75.00	Read, write & comphreend English, HS Diploma/GED or pass Ability to Benefit Exam, pass a physical, obtain a DMV print-out of driving record, submit a current driver's license, submit a social security card, and pass a drug tedst.			
Course Length: 180 Hours	Prerequisite:			
Received upon Completion: Diploma - Must pass test at DMV for Commercial Driver's License	Same as Requirements			
Spanish Course Available:	Yes			
Program Objective: In-depth study of DC	T safety rules & regulations, basic driving skills w/various types of			

**Program Objective:** In-depth study of DOT safety rules & regulations, basic driving skills w/various types of tractor/trailor combinations, defend=sive driving technieques & the skills required for emergency situations. All students drive on the open road in highway, city, & heavy traffic conditions.

# **Sierra Valley College**

Address	Phone
4747 North First Street Bldg. D	(559)222-0947
Fresno, CA. 93726	FAX(559)276-2842
Contact	Web Site
Mr. Brian K. Gilliam	None

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Court Reporting				
<b>Tuition:</b> \$6,000.00	Requirements:			
Registration: \$75.00	HS Diploma or equivalent, submittal of an official transcript from all previously attended educational institutions, personal intreview with the Director, adequate hearing, sight, and dexterity), completion of entrance and placement tests, payment of regi			
Course Length: 3 Years	Prerequisite:			
Received upon Completion: Court Reporting Diploma	Same as Requirements			
Spanish Course Available:	No No			

**Program Objective:** The program is designed to prepare a student to qualify for the California Certified Shorthand Reporters Board Examination. Graduates will possess the skills and the backgroundn to enter the field as reporters in court, general reporters, convention reporters, or hearing reporters on a professional level.

Administrative Assistant	
<b>Tuition:</b> \$5,850.00	Requirements:
Registration: \$75.00	HS Diploma or equivalent, submittal of an official transcript from all previously attended educational institutions, personal intreview with the Director, adequate hearing, sight, and dexterity), completion of entrance and placement tests, payment of regi
Course Length: 36 Weeks	Prerequisite:
Received upon Completion: Certificate of Completion	Same as Requirements
Spanish Course Available:	No

**Program Objective:** The program is designed to prepare a student basic accounting, computer operations, and office management. Understanding the basic financial operations of business is the key to business administration.

Medical Office Administration				
<b>Tuition:</b> \$5,850.00	Requirements:			
Registration: \$75.00	HS Diploma or equivalent, submittal of an official transcript from all previously attended educational institutions, personal intreview with the Director, adequate hearing, sight, and dexterity), completion of entrance and placement tests, payment of regi			
Course Length: 36 Weeks	Prerequisite:			
Received upon Completion: Certificate of Completion	Same as Requirements			
Spanish Course Available:	No			
D Ol Th				

**Program Objective:** The program is designed to prepare a student in medical office administration, basic accounting, and compuetr operation. Medical practice software, office procedures, medical terminology, and insurance applications will be emphasized.

Network Operations Administration				
<b>Tuition:</b> \$5,850.00	Requirements:			
Registration: \$75.00	HS Diploma or equivalent, submittal of an official transcript from all previously attended educational institutions, personal intreview with the Director, adequate hearing, sight, and dexterity), completion of entrance and placement tests, payment of regi			
Course Length: 36 Weeks	Prerequisite:			
Received upon Completion: Certificate of Completion	Same as Requirements			
Spanish Course Available:	No			

**Program Objective:** The program is designed for entry-level positions in network administration and management.

# **Clovis Adult Education**

Address	Phone
1452 David E. Cookway	(559)298-2172
Clovis, CA. 93612	FAX(559)298-3515
Contact	Web Site
Ms. Pat Brown	None

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	No	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Licensed Vocational Nurse (LVN)				
<b>Tuition:</b> \$3,000.00	Requirements:			
Registration :	HS Diploma or GED, be a C.N.A., written entrance exam CTBS - 10th grade level, and complete prerequisites.			
Course Length: 2 Years	Prerequisite:			
Received upon Completion: Certificate of Achievement				
Spanish Course Available:				
<b>Program Objective:</b> To prepare individual to take the State Board Examination to become a LVN. To provide the skills and knowledge that will enable License Vocational Nurse to practice in a variety of health care settings.				

Tuition:	Requirements:
Registration :	
Course Length:	Prerequisite:
Received upon Completion:	
Spanish Course Available:	
Program Objective:	

Tuition:	Requirements:
Registration :	
Course Length:	Prerequisite:
Received upon Completion:	
Spanish Course Available:	
Program Objective:	

# Fourth R

Address	Phone
2823 G Street	(559)383-4592
Merced, CA. 93611	FAX(559)388-0167
Contact	Web Site
Mr. Arthur Haggerty	None

No	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
No	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Office Technology				
<b>Tuition:</b> \$5,340.00	Requirements:			
Registration: \$50.00	HS Diploma or equivalent			
Course Length: 19 Weeks	Prerequisite:			
Received upon Completion:	Same as Requirements			
Certificate of Achievement				
Spanish Course Available:				

**Program Objective:** The course introduces the student to some of the most popular and useful microcomputer applications, such as Windows 98, MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, and the integration of these applications using MS Office. Also, students are exposed to the Internet, and its functions in today's business environment. This instruction gives the student knowledge to perform most frequently used and advanced functions. The course also0 prepares students for the Microsoft Office User Specialist (MOUS) Certification.

<b>Desktop Applications Specialist</b>		
<b>Tuition:</b> \$4,100.00	Requirements:	
Registration: \$50.00	HS Diploma or equivalent	
Course Length: 13 Weeks	Prerequisite:	
Received upon Completion:	Same as Requirements	
Certificate of Achievement		
Spanish Course Available:		

**Program Objective:** Using MS Windows 98, MS Wod, MS Excel, and MS Access, the student will be introduced to the methods and techniques of data processing via word processor, electronic spreadsheet and database management. Instruction will cover all facets of file management, text editing, block commands, and printer control. Data and formula entry, datavbase creation, and report generation. Advanced topics will deal with column additions, workbook linking merge commands and macro control. Additionally, students develop a working resume, cover and thank you letter. This course prepare students for the MS Office User Specialist (MOUS) Certification.

Technology/Networl Specialist		
<b>Tuition:</b> \$6,680.00	Requirements:	
Registration: \$50.00	HS Diploma or equivalent	
Course Length: 30 Weeks	Prerequisite:	
Received upon Completion:	Same as Requirements	
Certificate of Achievement		
Spanish Course Available:		

**Program Objective:** This course introduces the student to some to the most popular and useful microcomputer applications, such as Windows 98, MS Word, MS Excel, MS Acess, MS powerPoint, MS Outlook and MS FrontPage 98 and the integration of these application using MS Office. Emphasis modules include advanced operating sytems/troubleshooting, web page design and maintenance and Network Administration. This course also prepares students for the MS User Specialist (MOUS) Certification.

# **Fresno City College Vocational Training Center**

Address	Phone
2930 East Annadale	(559)486-0173
Fresno, CA. 93725	FAX(559)264-1156
Contact	Web Site
Ms. Marge Pappanduros	None

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

General Office Techniques				
Tuition:	Requirements:			
Registration :	HS Diploma or equivalent			
Course Length: 20 Weeks	Prerequisite:			
Received upon Completion:	Same as Requirements			
Certificate of Achievement				
Spanish Course Available:				
Dragger Objective Word processing ton	low calculators filing applling gramman basis Mathematics and			

**Program Objective:** Word processing, ten-key calculators, filing, spelling, grammar, basic Mathematics and office procedures, pc computers, calculators, Microsoft Word and Windows.

Office Assistant		
Tuition:	Requirements:	
Registration :	HS Diploma or equivalent	
Course Length: 20 Weeks	Prerequisite:	
Received upon Completion: Certificate of Achievement	Same as Requirements	
Spanish Course Available:		

**Program Objective:** Word processing, filing, ten-key calculators, spreadsheet, database, document business Mathematics and English, written communications and office procedured, pc compuetrs, calculators, Microsoft Word Excel, Access, PowerPoint, WordPerfect, presentations and Windows.

Computerized Accounting			
Tuition:	Requirements:		
Registration :	HS Diploma or equivalent		
Course Length: 20 Weeks	Prerequisite:		
Received upon Completion:	Same as Requirements		
Certificate of Achievement	•		
Spanish Course Available:			
	and an accing any delegate deleter wellishing using a math		

**Program Objective:** Accounting, database, word processing, spreadsheets, desktop publishing, usiness math and English, written communications, pc computers, calculators, Microsoft Excel, Access, Power Point, Corel, Word Perfect, Peach Tree Accounting, presentations, and Windows.

Auto Collision Repair				
Tuition:	Requirements:			
Registration :	HS Diploma or equivalent			
Course Length: 30 Weeks	Prerequisite:			
Received upon Completion:	Same as Requirements			
Certificate of Achievement				
Spanish Course Available:				

**Program Objective:** Sheet metal repairs, fiberglass work, basic frame straightening and repair, rust damage repair, automotive glasswork, polishing, welding and painting. Learn to work with oxyacetylene welding and cutting, mig welding, electric grinders, sanders, paint mixing machine, and buffers.

Brakes, Suspension & Steering		
Tuition:	Requirements:	
Registration :	HS Diploma or equivalent	
Course Length: 20 Weeks	Prerequisite:	
Received upon Completion: Certificate of Achievement	Same as Requirements	
Spanish Course Available:		

**Program Objective:** Brake repair, suspension, steering, alignment, wheel balancing, CV joint diagnosis and repair, writing estimates/orders, shop safety and preparation for ASE Certification in brakes, suspension and steering. Learn to use equipment such as alignment, balancing and tire mounting machines, lathe, hydraulic presses, and lifts.

Engine Repair				
Tuition:	Requirements:			
Registration :	HS Diploma or equivalent			
Course Length: 20 Weeks	Prerequisite:			
Received upon Completion:	Same as Requirements			
Certificate of Achievement				
Spanish Course Available:				

**Program Objective:** Practical and theoretical training in general engine diagnosis, cylinder heads, valve train, engine block, lubrification, and cooling systems.

# **Fresno City College Vocational Training Center**

Address	Phone
2930 East Annadale	(559)486-0173
Fresno, CA. 93725	FAX(559)264-1156
Contact	Web Site
Ms. Marge Pappanduros	None

Yes	Financial Aide	No	ESL Courses	No	Learning Disability Program
Yes	Tutorial Services	No	GED Assists	No	Disabled Student Services
No	Childcare	Yes	Job Placement	Yes	Public Transportation
Yes	Veteran Approved	Yes	Career Counsel	Yes	Vocational Assessment
No	Open Entry	No	Special Program	Yes	Disabled Student Access

Engine Performance	
Tuition:	Requirements:
Registration :	HS Diploma or equivalent
Course Length: 20 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Achievement	
Spanish Course Available:	

**Program Objective:** Engine theory and testing, carburetors, vehicle computer operations, electrical, ignition, fuel injection, emission control, computer, analyzers, preparation of estimates/work orders, shop safety, preparation for testing for ASE Certification in Engine Performance and Electrical. Learn to use equipments such as Sun Scope, Sun labscope, Volt meters, OHM meters, amp meters, diagnostic testing machines, and gas analyzer.

Warehouse Technician	
Tuition:	Requirements:
Registration :	HS Diploma or equivalent
Course Length: 10 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Achievement	
Spanish Course Available:	
Program Objective: Forklift driving literacy and operations basic math skills stranging bluering reading	

**Program Objective:** Forklift driving, literacy and operations, basic math skills, strapping, bluerint reading, inventory, warehouse safety and preparation to take the forklift operations test at Graylift. Learn to use equipment such as micrometer, dial calipers, protractors, three types of forklifts and strapping equipment.

<b>Building Maintenance</b>	
Tuition:	Requirements:
Registration :	HS Diploma or equivalent
Course Length: 20 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Achievement	
Spanish Course Available:	

**Program Objective:** Drywall repair, minor carpentry, hardware repair, minorplumbing, sprinkler system repair, masonry, painting, minor electrical, proper use of power tools and equipment, purchasing of materials and safety.

Maintenance Mechanic	
Tuition:	Requirements:
Registration :	HS Diploma or equivalent
Course Length: 30 Weeks	Prerequisite:
Received upon Completion:	Same as Requirements
Certificate of Achievement	•
Spanish Course Available:	

**Program Objective:** Oxyacetylene and stick welding, machining, lathe, drilling hydraulics, pneumatics, electrical, mechanical, use of power tools and equipment. Learn to use equipments such as oxyacetylene and stick welders, multi-meters, volt testers, lathes, drill preses, and grinders.